

HOW TO CONSTRUCT
SHORTHAND
PHRASES

ROBERT F. ROSE



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HOW TO CONSTRUCT SHORTHAND PHRASES

By ROBERT F. ROSE

Author of "The Robert F. Rose Expert Shorthand Course," "How to Become a Private Secretary," "How to Do Law Office Stenography," "How to Become an Expert Court Reporter," etc.

COMPILED ONLY FOR STUDENTS OF THE
ROSE EXPERT SHORTHAND COURSE

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PREFACE

If you have a thorough knowledge of the principles of word construction and the application of those principles to the making of phrases, you already know how to construct phrases. It is assumed that you have thoroughly mastered each lesson in the Robert F. Rose Expert Shorthand Course so far as you have gone, and if so, you will find few if any new ideas in this book relative to the subject of phrasing.

What, then, is the object of the book? There must be an object, else it would not have been written. If there are no principles in this book not completely covered in the course, what is the reason for it?

In the first place, this book presents in convenient form all the word-signs and phrase principles in order to make them easy of reference. If this were the only object, the book would be justified.

But to my mind the most important use to which this book can be put is that of review work. No matter how thoroughly you have mastered the lessons, no matter how much study you have given the course, frequent review of the principles of phrase construction and practise in writing the phrase outlines will be found most helpful. No one can know shorthand too well, and as has been frequently iterated in the course, the instant application of the shorthand of which you have a knowledge is an ability which comes only through the most assiduous practise.

In the last quarter of a century it has been my work to instruct others in the art of writing shorthand. To do this, it has been necessary for me to go through the principles thousands of times. In the correction of the work of correspondence pupils, thousands of questions

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have been asked of me. I can truthfully say that I have never gone through a lesson with a pupil, but I have been imprest with the science which underlies the principles of shorthand, and that each time I have seen new beauties and new features which close analyzation has revealed. A more profitable evening cannot be imagined by me than the taking of the phrases from phonographic dictation. Each hour's work of this kind makes those phrases more easily executed, and I predict that, no matter how long you may write shorthand, you will ever find profitable the time devoted to just such work.

And it is for this reason that this book will be found of great value to you. That value, of course, will depend upon the time you give to it. It places the opportunity before you to become more accomplished as a shorthand note-maker, and it is my sincere wish that you make use of it.

Yours truly,























Robert F. Rose

HOW TO CONSTRUCT PHRASES

Chapter One

THE VOWEL WORD-SIGNS

The following word-signs are based on the dot and dash vowels, the diphthongs, the circles and loops:

	the		but		I eye
	a		awe already		is his
	an and		oh owe go		as has
	of		on*		is-as is-his
	put		he* him* should ¹		as-is as-has as-his
	all		how*		you
	to two too		ought		first
	about		who		
	or				

* These dash vowel word-signs are made upward. All other dash vowel word-signs are made downward.

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


















WRITING EXERCISE

Write the following exercise frequently in order to firmly fix the word-signs in your mind:

























The, but, I, first, who, or, a, awe, is, you, ought, about, an, already, his, as-his, how, too, an, oh, as, as-has, should, two, and, owe, has, as-is, him, put, he, of, go, is-his, on, or, is-as, already, to, is-his, go, put, eye, as-is, all, first, to.

THE SIMPLE CONSONANT WORD-SIGNS





The following word-signs are based on the simple consonants:

 plaintiff	 which change	 together
 hope party happy	 much charge	 recollect are (in phrasing)
 be object	 advantage	 for
 to-be	 large	 far affect fact
 it	 common	 ever
 dollar	 commonly	 have
 do	 come	 however
 had advertise	 give	 think

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 thank thousand	 usual usually	 thing
 them	 her here hear	 language
 though	 away	 long along
 us	 will	 am from
 these	 whole wholly	 whom home
 was	 yes your	 important importance
 wish	 any	 may-be improve -ment
 shall	 own	 half

The plural number and possessive case of nouns represented by word-signs, may be indicated by adding *iss*:

			
things	languages	homes	objects

Self and *selves* may be added to pronouns by *iss* and *ses*:

			
himself	herself	ourselves	yourselves

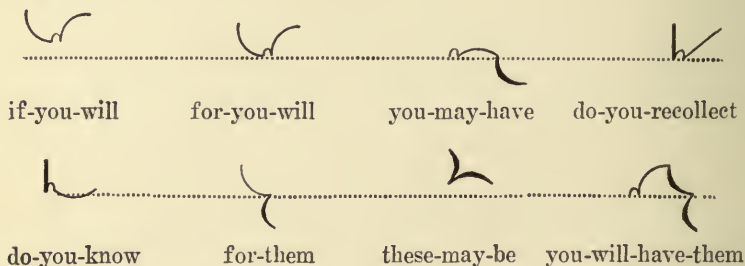
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Derivatives from the word-signs may be formed by adding the character representing the derivative, either joined or disjoined, to the primitive:

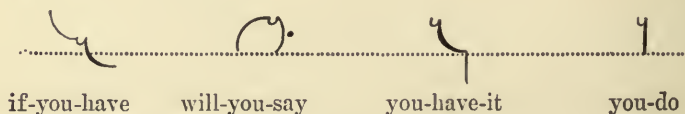


SIMPLE PHRASING

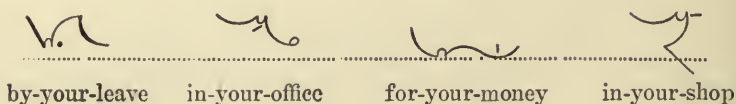
When two or more outlines join easily and naturally, they may be so joined, the first outline usually retaining its position:



The word-sign *you* may be inverted when a more convenient joining will result. When prefixed, the word-sign *you* does not influence the position of the outline to which it is joined:




In phrasing, the word-sign *you* may also be used to indicate the word *your*:




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PHRASE DRILL


Write the phrases contained in the following list from dictation so frequently that you can do so without the least hesitation:


.....  are-they


.....  by-your-leave


.....  are-you


.....  by-which


.....  are-you-ready


.....  by-which-you


.....  are-you-in

.....  by-which-you-are


.....  at-your-home

.....  by-which-you-may


.....  at-your-lessons

.....  by-which-you-may-have


.....  by-his

.....  by-which-you-will


.....  by-it


.....  by-which-you-will-have


.....  by-them

.....  do-you


.....  by-this


.....  do-you-ever


.....  by-you


.....  do-you-ever-have


HOW TO CONSTRUCT SHORTHAND PHRASES


 do-you-know

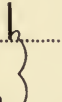
 for-such-may


 do-you-recollect


 for-such-you


 do-you-say


 for-such-you-may


 do-you-say-so

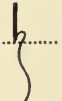
 for-such-you-will


 do-you-see

 for-such-you-will-have


 do-you-think


 for-them
for-they


 do-you-think-so


 for-they-may


 for-it


 for-they-may-be


 for-it-may


 for-they-may-have


 for-it-may-be


 for-which


 for-it-must

 for-which-you-are


 for-such

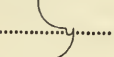
 for-which-you-may

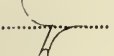
 for-such-is


 for-which-you-may-be


HOW TO CONSTRUCT SHORTHAND PHRASES


 for-which-you-must


 for-you-shall


 for-which-you-will

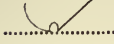
 for-you-will


 for-which-you-will-be


 for-you-will-be

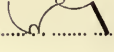
 for-which-you-will-have


 for-you-will-have

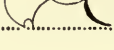
 for-you-are
for-you-recollect

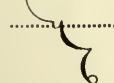
 for-you-will-soon

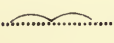
 for-you-have

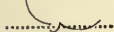
 for-you-will-soon-be


 for-you-have-it


 for-you-will-soon-have


 for-you-have-this


 from-me
from-my

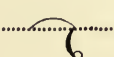
 for-you-know

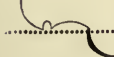
 from-my-office

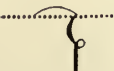
 for-you-may


 from-them

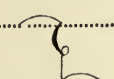
 for-you-may-be

 from-this


 for-you-may-have


 from-this-day


 for-you-must


 from-this-time


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 have-them


 have-you


 have-you-this


 if-such


 if-such-is


 if-such-may


 if-such-may-be

 if-such-must


 if-they


 if-they-may


 if-they-may-be


 if-they-must


 if-you


 if-you-are


 if-you-have
if-you-ever


 if-you-know


 if-you-may


 if-you-may-be

 if-you-may-have


 if-you-must


 if-you-are
if-you-recollect

 if-you-say

 if-you-think

 if-you-will

 if-you-will-be


 if-you-will-have


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
	if-you-will-soon		in-which-you-will
	if-you-will-soon-be		in-which-you-will-be
	if-you-will-soon-have		in-which-you-will-have
	if-you-wish		in-your-absence
	if-your-life		in-your-business
	if-your-love		in-your-day
	in-it		in-your-desire
	in-them		in-your-office
	in-this		in-your-shop
	in-which		in-your-talk
	in-which-you		in-your-time
	in-which-you-are		it-is it-has
	in-which-you-may		it-is-as it-is-his


HOW TO CONSTRUCT SHORTHAND PHRASES


.......... it-may


.......... will-you-say

.......... it-may-be


.......... will-you-see


.......... it-may-have


.......... you-are
you-recollect


.......... it-was


.......... you-do


.......... these-are-some

.......... you-may-have


.......... these-may


.......... yōu-may-soon-be


.......... these-may-be


.......... you-will-soon-be


.......... will-be

.......... you-will-have-
to-be


.......... will-have


.......... you-will-soon-
have-to-be


.......... will-you-be

.......... you-will-see

.......... will-you-have

.......... you-will-know-them

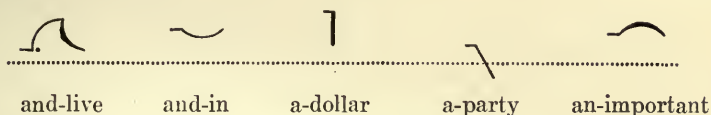
.......... will-you-have-
them

.......... you-say-so

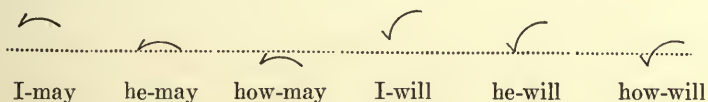
Chapter Two

PREFIXES AND AFFIXES

A prefixed *ket-oid* or *tet-oid* will represent the word *a*, *an* or *and*:

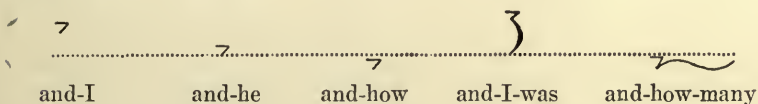


A *pet-oid*, *chet-oid* or *ret-oid* may be used to prefix the word *I*, *he* or *how*. When used in the first position, the word *I*, is prefixed; when used in the second position, the word *he* is prefixed, and when used in the third position the word *how* is prefixed:



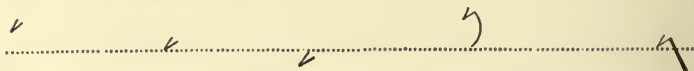
Suggestions—In the above rule, the *prefix* determines the position of the outline, and most frequently the outline is taken from its natural position to accommodate itself to the position of the prefix. Legibility of the prefix demands strict adherence to the positions given in this rule. Even when there are other prefixes, the prefix *I*, *he*, or *how* determines the position of the outline.

The word *and* may be prefixed to the prefix *I*, *he* or *how* with a *ket-oid*:



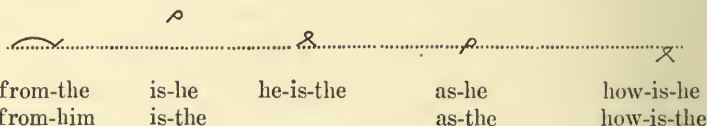
HOW TO CONSTRUCT SHORTHAND PHRASES

The word *should* following *I*, *he* or *how* is shown in the following manner:



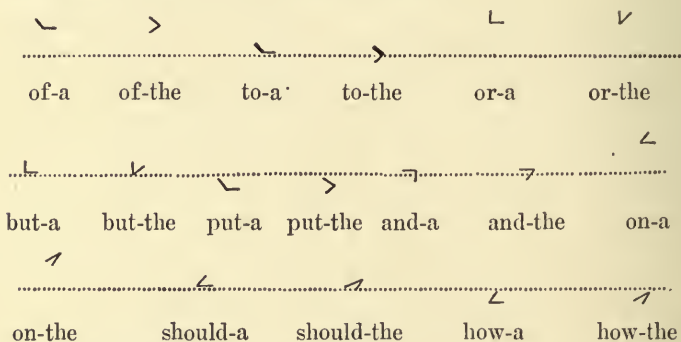
I-should he-should how-should I-should-say he-should-be

A *pet-oid*, *ret-oid* or *chet-oid* may be used to suffix *the*, *he* or *him*:

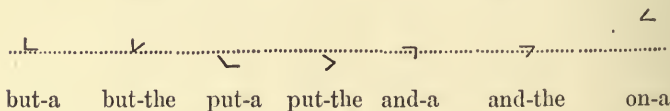


from-the is-he he-is-the as-he how-is-he
from-him is-the as-the how-is-the

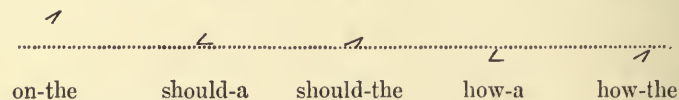
The words *the* and *a* may be suffixed to the dash vowel word-signs in the following manner:



of-a of-the to-a to-the or-a or-the



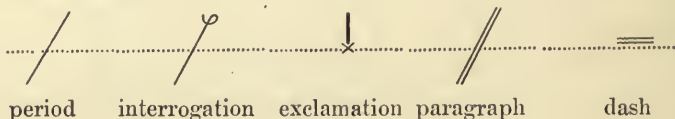
but-a but-the put-a put-the and-a and-the on-a



on-the should-a should-the how-a how-the

Suggestions—The use of the *oid* to suffix *a* to the dash vowel word-signs, is the only exception to the rule that *a* is never suffixed. It will be noted that the dash vowels vary as much as possible before the suffixes *a* and *the*, in order that conflicts may be prevented.

The following are the punctuation marks used in stenography:

















































period interrogation exclamation paragraph dash

HOW TO CONSTRUCT SHORTHAND PHRASES

COMBINATION CONSONANT AND CIRCLE WORD-SIGNS

The following word-signs are derived from the simple consonants, combined with the circles and loops:


	possible		signature		next
	possibly		signify		
	possibility		significant		
			significance		
	expect		several		impossible
	expectation				impossibility
	special		advice		somebody
			advise		
	subject		previous		similar
					similarity
	situate		this		influence
	satisfy		those		religious
	satisfactory		thus		
	itself		United States		distinct
	at-first		U. S.		distinguish
	suggest		inst.		insignificant
					insignificance
	advantageous		now		
	because		knew		
			new		


HOW TO CONSTRUCT SHORTHAND PHRASES

PHRASE DRILL

The phrases in the following list are based on the prefix and suffix principles, and should be the subject of much study and practise and frequent review :

 I-hope


 I-do


 I-will

 I-may
 I-am


 I-think


 I-say



 I-was


 I-have

 I-had


 I-said


 I-know

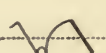
 I-knew
 I-know-the


 I-now


 I-use


 I-wish


 I-shall

 I-hope-you-will-be

 I-do-this


 I-will-do-this


 I-may-have-this

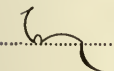
 I-think-so

 I-think-it-is

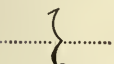
HOW TO CONSTRUCT SHORTHAND PHRASES


 I-think-
you-will-have


 he-hopes


 I-think-you-
may-have

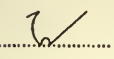
 he-does


 I-think-this

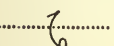
 he-will


 I-think-they

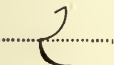
 he-may


 I-think-
you-are


 he-thinks


 I-thank-you

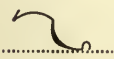
 he-says


 I-shall-have

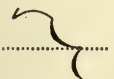
 he-was

 I-shall-be

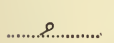
 he-says-so


 I-may-have-
you

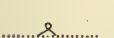
 he-was-in-the


 I-may-have-
them

 he-had


 he-is
he-has

 he-shall

 he-is-the
he-has-the


 he-shall-have

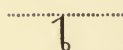
 he-said


 he-may-have


HOW TO CONSTRUCT SHORTHAND PHRASES

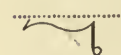
 how-is
how-has

 how-many


 how-does

 how-many-
times

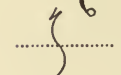
 how-much


 how-many-
days

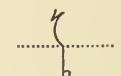
 how-will


 how-much-is-
this

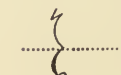
 how-may

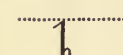
 I-should-
think-so

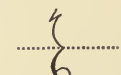
 how-may-you


 I-should-
think-it-is


 how-was-the
how-was-he

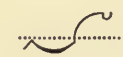
 I-should-
think-this

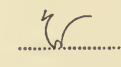
 how-do-you

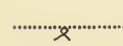
 I-should-think-
this-is


 how-long

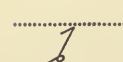
 I-should-think-
you-may

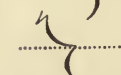
 how-long-
will-you


 I-should-think-
you-will


 how-is-the
how-is-he

 I-should-think-
it-was

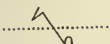
 how-much-
is-the (he)

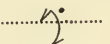
 I-should-
have-them


 how-have

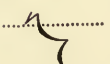
 I-should-be


HOW TO CONSTRUCT SHORTHAND PHRASES


 I-should-hope-you

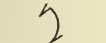
 he-should-see-him


 I-should-judge


 he-should-have-them

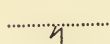
 I-should-do

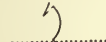
 he-should-know-the (him)

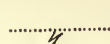
 I-should-see-him (the)


 he-should-now

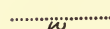
 I-should-know-the (him)


 how-should-it

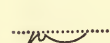
 I-should-say-so


 how-should-they


 I-should-have-this


 how-should-you

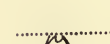
 I-should-do-this

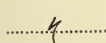
 how-should-you-know

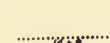
 he-should-be

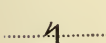
 how-should-you-have

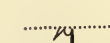
 he-should-have-the (him)

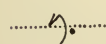
 how-should-you-be


 he-should-think

 how-should-you-see

 he-should-do-this

 how-should-you-do

 he-should-say

 and-I-may-have-the (him)

HOW TO CONSTRUCT SHORTHAND PHRASES

..... and-I-wish

..... and-I-shall

..... and-I-wish-
to-be

..... and-I-shall-
be

..... and-I-say

..... and-I-will-
have-the (him)

..... and-I-was

..... and-I-saw-
him (the)

..... and-I-see-
him (the)

..... and-he-may-
have-the (him)

..... and-he-shall-
have-the

..... and-he-
wishes

..... and-he-saw-
the (him)

..... and-he-says

..... and-he-was

..... and-he-must

..... and-how-may-he

..... and-how-many-
times

..... and-how-many-
days

..... and-how-was-
the (he)

..... and-how-shall-
the (he)

..... about-how-many


..... and-is-the (he)

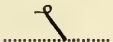
..... and-as-the (he)
and-has-the (he)

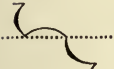
..... and-it-was-the

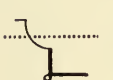
..... and-it-is-the

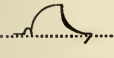
HOW TO CONSTRUCT SHORTHAND PHRASES

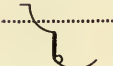
 and-which-may-be

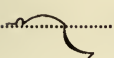
 a-subject

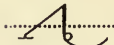
 and-they-may-have-the

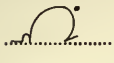
 a-few-days-ago

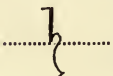
 and-you-will-have-the

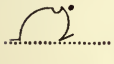
 a-few-dozen

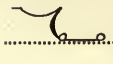
 and-you-may-have-the

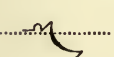
 a-half-dozen

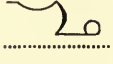
 and-you-will-see-the (him)

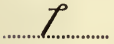
 and-do-you-think-the (he)

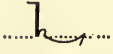
 and-will-you-see-the (him)


 and-in-this-case

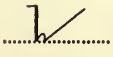
 and-you-should-have-the (him)

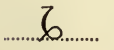
 and-in-these-cases

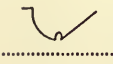
 and-suggest

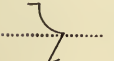
 and-do-you-know-the

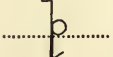
 and-several

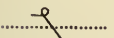
 and-do-you-recollect

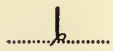
 and-this-is-the

 and-if-you-are (recollect)

 and-for-which-the (he)

 and-it-is-said-the






 a-special

 does-the (he)

Chapter Three

CUMULATIVE PHRASING

Iss may be used to represent the word *us* or *house*:

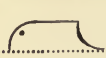
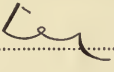
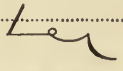

				
for-us	see-us	State-house	from-us	by-us

Suggestions—This principle should not always be used to show the word *house*, but is used when that word is of frequent occurrence in regular work. It is generally limited to such words as "State-house," "warehouse," etc.






*Ste*y may be used to represent the word *street*:

			
Lake-street	Elm-street	Oak-street	Jackson-street





Vee may be used to represent the word *avenue*:

			
Lake-avenue	Johnson-avenue	Jackson-avenue	Murray-avenue

Ster will add the word *store*; *sters* will add the word *stairs*:

				
book-store	upstairs	back-stairs	your-store	my-store

Disjoined *ses* will add the syllables *lessness*:

			
lawlessness	thanklessness	restlessness	listlessness

HOW TO CONSTRUCT SHORTHAND PHRASES

Prefixed *stey* to the names of states, will represent the words *state of*:

State-of-Missouri	State-of-Minnesota	State-of-Louisiana	State-of-Texas	State-of-Utah

By writing an outline immediately under and touching the line (fourth position), *to* or *to-the* may be prefixed:

to-the-desk	to-day	to-the-dock	to-do	to-them

The final syllable *ing* may be shown by a small dot written immediately after or below an outline; by changing the dot to *iss*, the syllable *ings* may be shown:

doing	doings	saying	sayings	having

By changing the dot to a *pet-oid* or *chet-oid* or *ret-oid*, the syllables *ing-the* or *ing-him* may be added; by using a *ket-oid* or a *tet-oid*, the syllables *ing-a*, *ing-an* or *ing-and* may be added:

doing-a-an-and	changing-a-an-and	doing-the-him	knowing-a-an-and


































In the following and similar words and phrases the use of *iss* instead of *stey* is permitted for convenient joinings:

mistake	must-have	must-always	must-always-be
































HOW TO CONSTRUCT SHORTHAND PHRASES

WORD-SIGNS

The following are contractions of words of frequent use:

 technical -ity	 average	 neverthe- less
 testimony	 electric -ity	 obnoxious
 discharge	 also	 negotiate -ation
 disadvantage	 always	 merchandise
 designate -tion	 legislate -ture	 accompany
 Democrat	 nothing	 accomplish
 efficient -ciency	 anything	 emergency
 sufficient -ciency	 something	 enthusiastic -iasm
 deficient -ciency	 insure -ance	 stenographer -phic
 effect	 machinery	 capacity
 familiar -ity	 notwith- standing	 enough infer

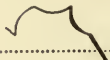
HOW TO CONSTRUCT SHORTHAND PHRASES

inference	represent	memorandum
never	respect	memoranda
knowledge	length -thy	month
acknowledge -ment	become	especial
purpose	regular -ity	essential
peculiar -ity	irregular -ity	Company
punctual -ity	machine	Co.
public publish	manufacture manufactory	onto
republic	manufacturer	distinctive
refer	minimum	
reference	maximum	


HOW TO CONSTRUCT SHORTHAND PHRASES


PHRASE DRILL

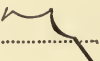
 I-must


 I-will-never-be


 I-must-be

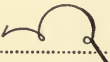
 I-should-never


 I-must-have


 I-should-never-be


 I-must-always

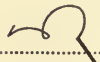
 I-should-never-have


 I-must-always-be

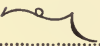
 I-should-have-many


 I-must-also


 I-must-say


 I-must-also-be


 I-must-take


 I-must-never


 I-must-take-you

 I-must-never-be


 I-must-ask-him


 I-may-never

 he-must

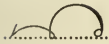
 I-may-never-be


 he-must-be


 I-will-never

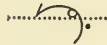
 he-must-have


HOW TO CONSTRUCT SHORTHAND PHRASES

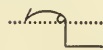
 he-must-always

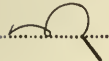
 he-should-
have-many

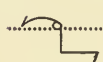
 he-must-
always-be

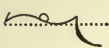
 he-must-say

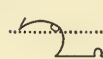
 he-must-also

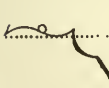
 he-must-take

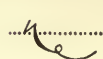
 he-must-
also-be

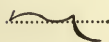
 he-must-take-
the (him)

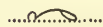
 he-must-never

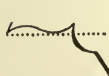
 he-must-ask-
you


 he-must-
never-be


 he-should-have-
seen

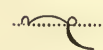
 he-may-never


 you-must


 he-may-
never-be


 you-must-be

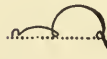
 he-will-never

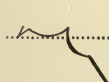
 you-must-have


 he-will-never-be

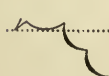
 you-must-always

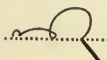
 he-should-never

 you-must-
always-be

 he-should-
never-be

 you-must-also

 he-should-never-
have

 you-must-
also-be

HOW TO CONSTRUCT SHORTHAND PHRASES

you-must-never

it-must-always

you-must-never-be

it-must-always be

you-may-never

it-must-also

you-may-never-be

it-must-also-be

you-will-never

it-must-never

you-will-never-be

it-must-never-be

you-should-never

it-is-nothing

you-should-never-be

it-was-something

you-must-say

they-must

you-must-take-the (him)

they-must-be

it-must

they-must-have

it-must-be

they-must-always

it-must-have

they-must-also

HOW TO CONSTRUCT SHORTHAND PHRASES

they-must-
also-be

they-must-
never

they-must-
never-be

this-month

last-month

next-month

she-must-be

she-must-have

she-must-
always

she-must-
always-be

she-must-
also

she-must-
also-be

she-must-
never

she-must-
never-be

she-may-
never

she-may-
never-be

a-mistake

a-custom

a-postal

in-this-
respect

do-you-repre-
sent-the (him)





notwithstanding-
the-fact

for-you-will-
never-be





Chapter Four

W-HOOK CUMULATIVE PHRASING






Affixed *weh* will add the word *way* or *away*; a disjoined *weh* will add *ing-away*:

			
highway	hiding-away	staying-away	stay-away





Disjoined *yuh* at the end of a word will add *ing-you* or *ing-your*:

			
seeing-you seeing-your	giving-you giving-your	leaving-you leaving-your	doing-you doing-your

Enlarging a *w-hook* word-sign (*we*, *with*, *were*, *what*, *would*), or the *y-hook* word-sign *you*, to twice the normal size will add another *w-hook* word-sign:

				
were-we	what-would	would-we	you-would	we-would









Enlarging a *w-hook* word-sign to twice its normal size and slanting it in the direction of *chay* or *ray* will add the word *you* or *your*:

			
with-you with-your	were-you were-your	what-you what-your	would-you would-your

Tripling the size of a *w-hook* word-sign adds two other *w-hook* word-signs; slanting the triple size *w-hook* word-sign in the direction of *ray* or *chay* adds




























HOW TO CONSTRUCT SHORTHAND PHRASES

the word *you* or *your* to one of the *w-hook* word-signs added by this principle:

			
what-were-we	what-were-you	were-we-with	were-you-with
			
we-were-with	you-were-with	what-were-your	were-with-you

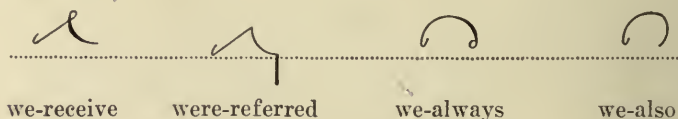
W-HOOK WORD-SIGNS

The following word-signs and contractions are derived from the *w-hook* and *y-hook*:

	we with		where		award
	were		aware with-our		reward
	what		we-will while		we-may with-me with-my
	would		well		elsewhere
	ye year		inquire-y anywhere		when
	yet		nowhere		whenever
	beyond		somewhere		wherever
	you		require		wherefore
	we-are		acquire		why

HOW TO CONSTRUCT SHORTHAND PHRASES

The *w-hook* may be used on *lay*, *em*, *en* and *ray* to prefix the words *we*, *with* or *were*; when the word *we* is prefixed the outline is always written in the first position:



Suggestions—In the above lesson will be found some actual cumulative phrases. Very few principles in shorthand present more opportunities for contracting the notes than do the principles of the *w-hook* and the *y-hook*. Some of those given in this lesson have never before been presented in any work on the subject of shorthand. This is especially true with the principle of enlarging the *w-hook* word-signs to add *you* or *your*.

Because of unfamiliarity with these principles the average stenographer will be inclined to doubt their practicability. Many may say that it is impossible to write shorthand in so contracted a form and yet be absolutely sure of reading it fluently. Old reporters, who have not seen, and consequently have not used, these principles, may shake their heads and claim that the principles are not legible.

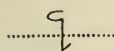
In order that any principle in shorthand may be legible, there must be a thorough understanding of that principle. These principles are no exception to that rule. Every phrase given has an underlying principle, is written according to that principle (hence, is more easily mastered than arbitrary phrases), and is read by that principle. This makes the phrases easy to write and just as easy to read.

To the writers of those systems which do not include the above principles, and who may be somewhat timid in adopting them, the author desires to say that no safer or more convenient cumulative phrasing principles exist. There is absolutely no danger of conflict when the principles are used to distinguish between the pronouns *we* and *you*. This series of rules saves an immense amount of time in writing, is absolutely safe to use, and, after mastery, is one of the most frequently employed in all shorthand.

HOW TO CONSTRUCT SHORTHAND PHRASES

PHRASE DRILL

The phrases in the following list are derived from the *w-hook* and *y-hook* cumulative phrasing principles:




we-were-
at-the



would-we-
have-the



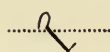
we-would-
have-the (him)



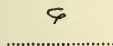
you-were-from-
the



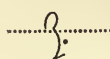
we-would-
be



you-would-
be-the



with-what-
is-the



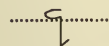
you-would-
say-the



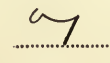
with-what-
it-is



you-would-
make



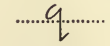
were-we-
at-the



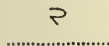
with-your-
knowledge



were-we-
to-be



were-you-
at-the



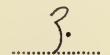
what-were-
the (he)



were-you-
in-the



what-would-
it



would-you-
say



what-would-
have



what-you-
have



would-we-
be




would-you-
be


HOW TO CONSTRUCT SHORTHAND PHRASES


	would-you-have		they-were-with-you
	we-were-with-them		I-should-have-them-with-you
	we-were-with-this		I-should-think-you-would (were)
	we-were-with-the (him)		I-think-you-would (were)
	were-we-with-them		they-were-with-you
	were-we-with-the (him)		what-if-you-were
	what-would-we-do		when-you-were-at-the
	what-were-we-doing		we-hope-you-were
	were-you-with-them		were-you-with-the (him)
	what-were-you-doing		what-would-you-have
	they-were-with-us		we-will-be-with-you
	I-will-be-with-you		what-were-you-saying
	he-will-be-with-you		with-what-you-know


HOW TO CONSTRUCT SHORTHAND PHRASES


 we-may


 we-will-
have-you


 we-may-
have-the (him)


 we-will-be


 we-may-
have-this


 we-will-be-with
we-will-be-away


 we-may-
have-them


 we-will-have-
many


 we-may-
have-many


 we-will-do


 we-may-also


 we-will-do-
away


 we-may-
also-be

 we-will-be-
with-them


 we-may-
always


 we-will-do-
this


 we-may-
always-be


 we-shall

 we-will


 we-shall-
be


 we-will-
have-the

 we-shall-
have


 we-will-
have-this

 we-must


 we-will-
have-them


 we-must-be


HOW TO CONSTRUCT SHORTHAND PHRASES


 we-must-have


 we-always


 we-must-also

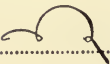
 we-referred


 we-must-also-be


 we-think-the (he)


 we-must-always


 we-think-it-is


 we-must-always-be


 we-think-so


 we-must-see


 with-him (the)


 we-must-ask


 with-them


 we-must-take-the


 with-us with-his


 we-are-in-the


 with-which-the (he)


 we-are-for-the (him)

 with-this


 we-are-now

 were-it

 we-are-inquiring

 were-referred

 we-also

 were-this-the

HOW TO CONSTRUCT SHORTHAND PHRASES

were-always

when-was-the

were-also

when-we-are

what-is-the

when-and-where

what-was-the

when-they-were

what-was-this

when-this

what-do-you

when-you-have

what-do-you-think

when-you-say

what-do-you-say

when-we-have

what-do-you-know

when-we-had

what-have-you

where-is-the

what-if-you

where-have-you


what-for


where-have-the
wherever-the

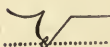
when-is-the


where-it-is


HOW TO CONSTRUCT SHORTHAND PHRASES


 where-it-was


 of-this-work


 in-this-work

 of-this-way


 in-this-way


 in-the-way


 in-which-way


 by-this-way


 by-way


 by-the-way


 he-will-be-with
..... he-will-be-away

 we-will-be-
..... with-them


 we-will-be-with-
..... this


 we-hope-you-
..... will-be


 we-hope-you-
..... may


 we-hope-you-
..... may-be


 anyway


 no-way


 some-way

 do-you-
..... know-where

 why-is-the

 do-you-
..... require











 in-such-way

 it-is-
..... the-way




















Chapter Five

L-HOOK CUMULATIVE PHRASING

The *l-hook* will add the word *will* or *all*, the stroke or dash vowel word-sign to which it is prefixed retaining its position:

				
they-will	for-all	of-all	which-will	to-all
				
who-will	in-all	from-all	it-will-be	at-all-times

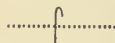

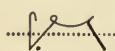

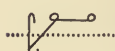

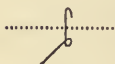

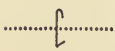





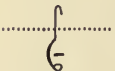
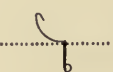
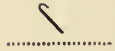
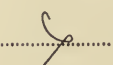




L-HOOK WORD-SIGNS

	people		difficult-y		meanwhile
	belong		capable		real
	'till		value		real-estate
	at-least		influential		railroad
	at-last		only		withal with all
	deliver-y		annual-ly		
	equal-ly		unless		

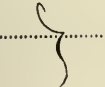
HOW TO CONSTRUCT SHORTHAND PHRASES

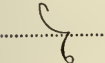
PHRASE DRILL


The phrases in the following list are derived from the *l-hook* cumulative phrasing principles:


 at-all	 by-all-the
 at-all-reason- able	 by-all-they
 at-all-risks	 by-all-this
 at-all-such	 by-all-those
 at-all-the	 by-all-which
 at-all-them	 by-all-reason
 at-all-this	 for-all
 at-all-those	 for-all-days
 by-all	 for-all-such
 by-all- reasonable	 for-all-the
 by-all-such	 for-all-they


HOW TO CONSTRUCT SHORTHAND PHRASES


 for-all-
they-say


 for-all-this

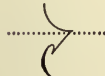
 for-all-time

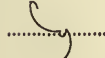
 for-all-you

 for-all-
you-may

 for-all-
you-know


 for-all-you-
may-know


 for-which-
they-will

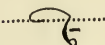
 for-all-
you-say


 from-all


 from-all-the


 from-all-this

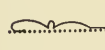
 from-all-these

 from-all-those


 from-all-those-
cases

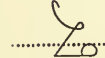
 from-all-you


 from-all-
you-may

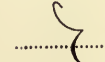
 from-all-
you-make


 if-all


 if-all-such

 if-all-
such-cases

 if-all-the

 if-all-they

 if-all-
they-say

 if-all-this

 if-all-
this-is

HOW TO CONSTRUCT SHORTHAND PHRASES

if-all-those

in-all-this

if-all-we-had

in-all-those

if-all-we-have

in-all-those-cases

if-all-were

in-all-we

if-all-were-the

in-all-we-do

if-all-which

in-all-we-have

in-all

in-all-we-think

in-all-his

in-which-they-will

in-all-it

it-will

in-all-the

it-will-also

in-all-these

it-will-also-be

in-all-these-cases

it-will-also-be-seen

in-all-they

it-will-also-be-said

HOW TO CONSTRUCT SHORTHAND PHRASES

it-will-always

it-will-only

it-will-always-be

it-will-only-be

it-will-always-be-said

it-is-the-only

it-will-always-be-seen

it-is-the-only-thing

it-will-be

it-is-the-only-way

it-will-be-said

of-all

it-will-be-seen

of-all-the

it-will-be-some

of-all-this

it-will-be-soon

of-all-those

it-will-be-such

of-all-which

it-will-be-the

such-will


it-will-become


such-will-be


it-will-make

such-will-make


HOW TO CONSTRUCT SHORTHAND PHRASES


.......... such-will-receive


.......... to-all-this


.......... such-will-require


.......... unless


.......... they-will


.......... unless-the


.......... they-will-soon


.......... unless-they


.......... they-will-soon-be


.......... unless-they-say


.......... they-will-make


.......... unless-they-do


.......... they-will-require


.......... unless-they-may


.......... this-is-the-only

.......... unless-this


.......... this-is-the-only-thing


.......... unless-you-do


.......... this-is-the-only-way


.......... unless-you-have


.......... to-all

.......... unless-you-say

.......... to-all-the

.......... which-will

.......... to-all-them

.......... which-will-be

HOW TO CONSTRUCT SHORTHAND PHRASES

which-will-be-the

who-will

which-will-be-said

who-will-be

which-will-be-seen

who-will-make

which-will-be-some

who-will-make-the

which-will-be-soon

who-will-make-this

which-will-become

who-will-say

which-will-employ

who-will-see

which-will-make

with-all

which-will-only

with-all-this

which-will-only-be

with-all-them

which-is-the-only

with-all-those


which-is-the-only-thing


with-all-the


which-is-the-only-way


with-all-you (your)


HOW TO CONSTRUCT SHORTHAND PHRASES


 with-all-
you-may


 in-all-you-
take (your-talk)

 with-all-
you-may-have





 in-all-your-
doings

 with-all-you-
say

 in-all-your-
sayings

 with-all-you-
may-do

The *l-hook* may be omitted in the affix *ful* or *ble-y* when a difficult joining would result from its use:

   
successful sensible accessible advisable






Chapter Six

R-HOOK CUMULATIVE PHRASING





The word *are* may be added to the simple consonant and vowel word-signs by the *r-hook*:

			
which-are	who-are	they-are	such-are













By placing the outline in the third position (the position of *our*) the word *our* may be added. The dash vowel word-signs retain their positions when this principle is employed:

				
of-our	all-our	in-our	for-our	to-our
































The syllables *in-re* or *un-re* may be shown by *ner*:

			
in-receipt	unreasonable	in-respect	in-reference

R-HOOK WORD-SIGNS

		
appear proper	surprise	doctor
		
practise practice practical	express	dear direct
		
property	member remember	during
		
probable-y probability	number brother	consider


HOW TO CONSTRUCT SHORTHAND PHRASES


 danger	 other	 transfer
 decree	 sure-ly	 commerce
 care	 Mr. remark	 commercial
 correct character	 Mrs.	 create
 esquire describe	 honor nor	 therefor
 subscribe	 manner	 therefore
 square	 owner	 mortgage
 degree	 pure	 mortgagee
 every very	 poor power	 mortgagor
 favor	 prior	
 their, there, they-are	 proficient -cy	


PHRASE DRILL


The following phrases are derived from the *n-hook* cumulative phrasing principles:


HOW TO CONSTRUCT SHORTHAND PHRASES


.......... to-our


.......... on-our


.......... who-are


.......... who-are-the


.......... in-our


.......... for-our

.......... from-our


.......... which-are


.......... which-are-the


.......... which-are-now


.......... which-are-in-the


.......... they-are


.......... they-are-the


.......... they-are-now


.......... they-are-in-the


.......... such-are


.......... such-are-the


.......... in-receipt


.......... in-receipt-of-your


.......... in-receipt-of-this


.......... in-receipt-of-your-favor

.......... in-respect


.......... in-respect-to-your (you)


.......... in-respect-to-this


.......... in-respect-to-them


.......... in-respect-to-their


HOW TO CONSTRUCT SHORTHAND PHRASES


 in-respect-to-
your-favor


 in-reply


 in-reply-to-
your (you)


 in-reply-to-
your-favor

 in-reply-to-
them


 in-reply-to-
their


 in-reference


 in-reference-
to-them


 in-reference-
to-this


 with-reference


 with-reference-
to-them


 with-reference-
to-this


 with-respect


 with-respect-
to-your (you)


 with-respect-
to-this


 with-respect-
to-them


 with-respect-
to-their


 with-respect-to-
your-favor


 Dear-sir


 Yours-truly


 I-am-in-receipt

 I-am-in-receipt-
of-your

 I-am-in-receipt-
of-your-favor

 I-am-in-receipt-
of-this


 I-am-in-receipt-
of-their


 we-are-in-receipt


HOW TO CONSTRUCT SHORTHAND PHRASES


	we are in receipt- of-your		during-the-time
	we are in receipt- of-your-favor		during-the-day
	we are in receipt- of-this		during-this-time
	we are in receipt- of-their		during-this-day
	I-will-probably		prior-to-this
	he-will-probably		prior-to-the- time
	you-will-probably		prior-to-the- day
	in-our-time		prior-to-this- time
	in-our-day		prior-to-this- day
	in-our-work		prior-to-your (you)
	in-our-talk		prior-to-your- coming
	during-the		prior-to-your- going
	during-this		prior-to-your- seeing


HOW TO CONSTRUCT SHORTHAND PHRASES


 prior-to-your-saying


 prior-to-your-having


 a-day-or-so


 a-week-or-so


 a-month-or-so


 a-year-or-so


 do-you-remember


 do-you-recall


 if-you-remember


 if-you-recall


 sincerely-yours


 yours-sincerely


 a-few-days


 a-few-months


 a-few-years


 several-days


 several-months


 several-years


 a-few-days-ago


 a-few-months-ago

 a-few-years-ago

 several-days-ago


 several-months-ago

 several-years-ago

 I-am-pleased

 you-are-pleased


HOW TO CONSTRUCT SHORTHAND PHRASES

 I-am-very-pleased


they-will-remember

..... you-are-very-pleased


..... I-may-remember

 we-are-pleased

he-may-remember

 we-are-very-pleased

you-may-remember


 I-will-be-
pleased

..... I-may-recall

I-will-be-
very-pleased


he-may-recall

he-will-be-
pleased


 you-may-
recall


he-will-be-
very-pleased

I-must-
recall


 you-will-be-pleased

he-must-
recall


 you-will-be-
very-pleased

 you-must-
recall


..... I-will-remember


 I-will-recall

..... he-will-remember














he-will-recall

 you-will-remember

 you-will-
recall





Chapter Seven

REL AND LER-HOOK WORD-SIGNS

 preliminary	 singular-ity	 over-all
 parliament	 immoral	 they-are-all there-will
 parallel	 moral	 explore
 barrel	 during-all	






IN-HOOK CUMULATIVE PHRASING

The word *in* may be shown by the *in-hook*:

			
in-some-cases	in-his-manner	in-some-way	in-his-way

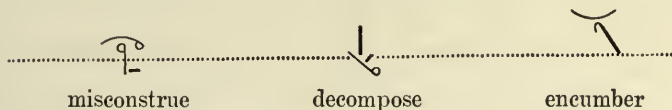
PREFIXES AND SUFFIXES

The syllables *con*, *com*, *cog*, or *cum* may be indicated by a light dot at the beginning of the first consonant in the outline, the remainder of the outline taking the position:

				
committee	comic	conquest	commit	commence

The syllables *con*, *com*, *cog*, or *cum* may also be shown by writing the latter part of the word under a preceding word or syllable:

HOW TO CONSTRUCT SHORTHAND PHRASES



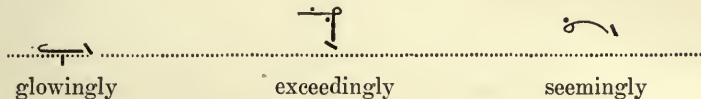
The syllables *con*, *com*, *cog*, or *cum*, following the syllables *in-re* or *un-re* may be shown as follows:



The syllables *ing-thr* may be shown by a disjoined *jet-oid*:

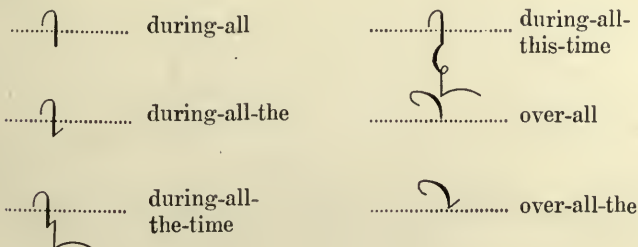


The syllables *ing-ly* may be shown by a disjoined *bet-oid*:





PHRASE DRILL


The phrases in the following list derive their origin from the cumulative phrasing principles in this chapter:





HOW TO CONSTRUCT SHORTHAND PHRASES


 over-all-them

 they-are-all
there-will


 they-are-all-the


 there-will-be


 there-will-be-some


 there-will-
be-something


 in-some


 in-some-way


 in-some-manner


 in-some-respects


 in-some-cases


 in-his-way


 in-his-room


 in-his-manner


 in-sympathy


 in-sympathy-
with-the (him)

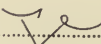
 inconsiderable


 in-his-life

 in-his-love


 in-the-committee


 sub-committee

 in-the-comparison


 I-am-conscious


 we-are-conscious


 house-of-
representatives


 house-of-commons


HOW TO CONSTRUCT SHORTHAND PHRASES


 on-the-contrary


 as-well-as


 what-were-you-
doing-there


 as-far-as


 what-were-we-
doing-there


 as-quick-as

 we-were-
having-their


 just-as-far-as


 we-were-
staying-there


 just-as-quick-as

 we-were-
going-there

 as-soon-as

 I-am-living-
there

 just-as-soon-as






 studying-there

 as-near-as

Chapter Eight




N-HOOK CUMULATIVE PHRASING

The word *one*, *than* or *own* may be shown by the *n-hook*:


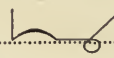

    

more-than every-one our-own other-than in-our-own

In the following and similar phrases the word *necessary* may be shown by *ses-ray*:




  




it-will-be-necessary it-may-be-necessary it-will-become-necessary




it-became-necessary it-may-become-necessary it-will-be-necessary-for-you

N-HOOK WORD-SIGNS





















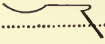


















 upon  principle
-pal  inexperience

happen
 punish
-ment  comprehension  suspension


 happens
happiness  apprehension  compliance


 spoken  experience  appliance

HOW TO CONSTRUCT SHORTHAND PHRASES


 explain explanation	 denominate -ation	 consequential
 been	 doctrine	 begin organ given
 to-have-been	 delinquent -cy	 begun again
 balance	 deliverance	 began
 republican	 determine -ation	 organs organize
 witness	 religion	 organism
 at-once	 general -ly	 unquestionable -ably
 at-length	 imagine -ation	 forenoon
 extension	 can question countrymen	 financial
 circumstance	 countryman	 furnish furniture
 circumstances	 Christian -ity	 have-been
 circumstantial	 consequence	 within
 substantial -tiate	 consequences	 origin original


HOW TO CONSTRUCT SHORTHAND PHRASES


 workmen

 learn

 morning


 workman


 opinion


 may-have-been


PHRASE DRILL


The phrases in the following list are derived from the *n-hook* cumulative phrasing principles:


 it-will-be


 which-will-be


 it-will-be-necessary


 which-will-be-necessary


 it-will-be-necessary-for


 which-will-be-necessary-for


 it-will-be-necessary-for-the (him)


 which-will-be-necessary-for-the (him)


 it-will-be-necessary-for-you


 which-will-be-necessary-for-you


 it-will-be-necessary-for-me

 which-will-be-necessary-for-me

 it-will-be-necessary-for-them

 which-will-be-necessary-for-them

 it-will-be-necessary-for-us

 which-will-be-necessary-for-us

HOW TO CONSTRUCT SHORTHAND PHRASES

it-may-be

which-may-be-necessary-for-me

it-may-be-necessary

which-may-be-necessary-for-them

it-may-be-necessary-for

which-may-be-necessary-for-us

it-may-be-necessary-for-the (him)

it-will-soon

it-may-be-necessary-for-you

it-will-soon-be

it-may-be-necessary-for-me

it-will-soon-be-necessary

it-may-be-necessary-for-them

it-will-soon-be-necessary-for

it-may-be-necessary-for-us

it-will-soon-be-necessary-for-the (him)

which-may-be

it-will-soon-be-necessary-for-you

which-may-be-necessary

it-will-soon-be-necessary-for-me

which-may-be-necessary-for

it-will-soon-be-necessary-for-them

which-may-be-necessary-for-the (him)

it-will-soon-be-necessary-for-us


which-may-be-necessary-for-you


it-may-become-necessary

HOW TO CONSTRUCT SHORTHAND PHRASES

	it-may-become-necessary-for		it-was-necessary-for-us
	it-may-become-necessary-for-the (him)		which-was
	it-may-become-necessary-for-you		which-was-necessary
	it-may-become-necessary-for-me		which-was-necessary-for
	it-may-become-necessary-for-them		which-was-necessary-for-the (him)
	it-may-become-necessary-for-us		which-was-necessary-for-you
	it-was		which-was-necessary-for-me
	it-was-necessary		which-was-necessary-for-them
	it-was-necessary-for		which-was-necessary-for-us
	it-was-necessary-for-the (him)		which-was-necessary-for-this
	it-was-necessary-for-you		other-than
	it-was-necessary-for-me		other-than-the
	it-was-necessary-for-them		other-than-this

HOW TO CONSTRUCT SHORTHAND PHRASES


 some-one


 as-long-as


 every-one


 more-than


 to-what


 more-than-the


 as-to-what


 more-than-this


 has-always-been


 more-than-one


 have-always-been


 more-than-once


 has-also-been


 no-more-than


 have-also-been


 no-more-than-one


 in-which-way


 no-more-than-once


 in-a-general-way


 when-you-can


 as-far-as

 when-you-can-do

 as-well-as

 when-you-can-do-so

 as-soon-as

 when-you-can-be

HOW TO CONSTRUCT SHORTHAND PHRASES

where-you-can

as-much-as-possible

where-you-can-do

as-far-as-possible

where-you-can-do-so

as-soon-as-possible

where-you-can-be

as-long-as-possible

in-our-own

in-the-morning

as-much-as

in-the-evening

as-near-as

in-the-forenoon

as-far-as-I-(you) can

as-near-as-I-(you) can-recollect

as-well-as-I-(you) can

as-near-as-I-(you) can-recall

as-soon-as-I-(you) can

as-near-as-I-(you) can-remember

as-long-as-I-(you) can

if-possible

as-much-as-I-(you) can

for-the-purpose










as-near-as-I-(you) can

again-and-again














Chapter Nine

F-HOOK CUMULATIVE PHRASING

The word *of* or *have* may be shown by the *f-hook*:





















				
which-of	all-of	each-of	to-have	to-have-the
				
day-of-the	degree-of	who-have-the	care-of	

F-HOOK SPECIAL PHRASES

	it-ought-to-have		they-would-have
	whatever		which-ought-to-have
	it-would-have		which-have (which-ever)
	you-ought-to-have		which-would-have
	you-would-have		set-off
	they-ought-to-have		set-forth
	they-have		







HOW TO CONSTRUCT SHORTHAND PHRASES

F-HOOK WORD-SIGNS

poverty	 differ	I-have
different-ence	
	defendant	
privilege	 endeavor	awful-ly
.....professorindifferent	
	-ence	
before	develop	whoever
	-ment	
whatever	govern-ment	hopeful-ly
whichever	governor	cheerful
		-ly
truthful-ly	arrive-al	careful
		-ly
extravagant	respectful	
.....extravagance	-ly	

PHRASE DRILL

The following phrases are derived from the *f-hook* cumulative phrasing principles:

 it-ought-to-have	 it-ought-to-have-no
 it-ought-to-have-been	 it-ought-to-have-given
 it-ought-to-have-been-in	 it-ought-to-have-never

HOW TO CONSTRUCT SHORTHAND PHRASES

it-ought-to-have-nothing

it-ought-to-have-none

it-ought-to-have-the

it-would-have

it-would-have-the

it-would-have-been

it-would-have-been-in

it-would-have-been-known

it-would-have-nothing

it-would-have-none

which-ought-to-have

which-ought-to-have-been

which-ought-to-have-been-in

which-ought-to-have-no

which-ought-to-have-given

which-ought-to-have-never

which-ought-to-have-nothing

which-ought-to-have-none

which-ought-to-have-the

which-have

which-have-the

which-have-been






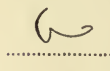





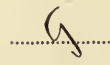



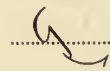

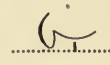

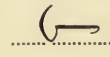




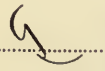

which-have-been-in

which-have-been-known


which-have-nothing


which-have-none


HOW TO CONSTRUCT SHORTHAND PHRASES


	which-would-have		they-ought-to-have-been-known
	which-would-have-been		they-ought-to-have-nothing
	which-would-have-been-in		they-ought-to-have-none
	which-would-have-no		they-have
	which-would-have-given		they-have-the
	which-would-have-never		they-have-been
	which-would-have-nothing		they-have-been-in
	which-would-have-none		they-have-been-in-the
	which-would-have-the		they-have-no
	they-ought-to-have		they-have-given
	they-ought-to-have-the		they-have-never
	they-ought-to-have-been		they-have-knowledge
	they-ought-to-have-been-in		they-would-have


HOW TO CONSTRUCT SHORTHAND PHRASES


 they-would-have-the


 they-would-have-been


 they-would-have-been-in-the


 they-would-have-no


 they-would-have-nothing


 they-would-have-known


 they-would-have-knowledge


 you-ought-to-have


 you-ought-to-have-been


 you-ought-to-have-been-in


 you-ought-to-have-no


 you-ought-to-have-given


 you-ought-to-have-never


 you-ought-to-have-nothing


 you-ought-to-have-none


 you-ought-to-have-knowledge


 you-would-have


 you-would-have-the


 you-would-have-been


 you-would-have-been-in-the


 you-would-have-no

 you-would-have-nothing


 you-would-have-known


 you-would-have-knowledge


 I-have-been


 I-have-been-the


HOW TO CONSTRUCT SHORTHAND PHRASES


 I-have-been-in


 inside-of-the


 I-have-been-in-the


 outside-of-the


 I-have-known


 it-ought-to-have-been-necessary


 I-have-known-him


 it-ought-to-have-been-necessary-for


 I-have-nothing

 it-ought-to-have-been-necessary-for-the (him)


 I-have-never


 it-ought-to-have-been-necessary-for-us


 I-have-knowledge


 it-ought-to-have-been-necessary-for-you


 all-of


 it-ought-to-have-been-necessary-for-this


 all-of-the


 it-ought-to-have-been-necessary-for-them


 of-all-of-the


 it-ought-to-have-been-necessary-for-those


 who-have-been

 it-ought-to-have-been-necessary-for-me

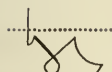
 who-have-been-in-the

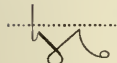
 it-would-have-been-necessary

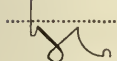
 to-have-the

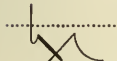
 it-would-have-been-necessary-for

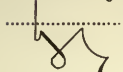
HOW TO CONSTRUCT SHORTHAND PHRASES

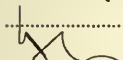
 it-would-have-
been-necessary-
for-the (him)

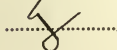
 it-would-have-
been-necessary-
for-us

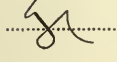
 it-would-have-
been-necessary-
for-you

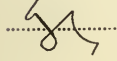
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been-necessary-
for-this

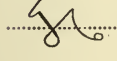
 it-would-have-
been-necessary-
for-them

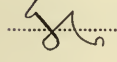
 it-would-have-
been-necessary-
for-me

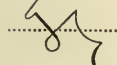
 which-ought-to-have-
been-necessary

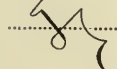
 which-ought-to-have-
been-necessary-
for

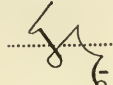
 which-ought-to-have-
been-necessary-
for-the (him)

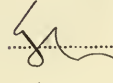
 which-ought-to-have-
been-necessary-
for-us


 which-ought-to-have-
been-necessary-
for-you

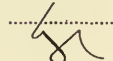
 which-ought-to-have-
been-necessary-
for-this

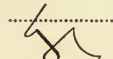
 which-ought-to-have-
been-necessary-
for-them

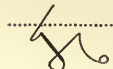
 which-ought-to-have-
been-necessary-
for-those

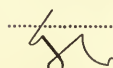
 which-ought-to-have-
been-necessary-
for-me

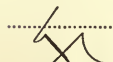
 which-would-have-
been-necessary

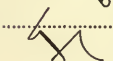
 which-would-have-
been-necessary-
for

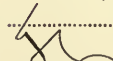
 which-would-have-
been-necessary-
for-the (him)


 which-would-have-
been-necessary-
for-us

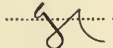
 which-would-have-
been-necessary-
for-you

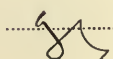
 which-would-have-
been-necessary-
for-this

 which-would-have-
been-necessary-
for-them

 which-would-have-
been-necessary-
for-me

 who-have-been-
necessary

 who-have-been-
necessary-for

 who-have-been-
necessary-for-
the (him)

HOW TO CONSTRUCT SHORTHAND PHRASES

who-have-been-
necessary-for-
us

who-have-been-
necessary-for-
you

who-have-been-
necessary-for-
this

who-have-been-
necessary-for-
them

who-have-been-
necessary-for-
those

who-have-been-
necessary-for-
me

it-ought-to-have-
been-necessary-
in-the

it-would-have-
been-necessary-
in-the

which-ought-to-have-
been-necessary-in-
the

which-would-have-
been-necessary-in-
the

it-ought-to-have-
been-necessary-in-
this

it-would-have-been-
necessary-in-
this

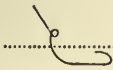
which-ought-to-have-
been-necessary-in-
this

which-would-have-
been-necessary-in-
this

Chapter Ten

SHUN-HOOK AND ESHUN-HOOK CUMULATIVE PHRASING

The word *ocean* may be added to an outline for the name of an ocean by the *shun-hook*; the word *session* may be added by the *eshun-hook*:



Pacific-Ocean



this-session



in-session

SHUN, ESHUN AND TIVE-HOOKS WORD-SIGNS



exception



subjection



addition



expression



subjective



direction



exasperation



publication



production



application



tuition



consideration



objection



situation



suggestion



objective



satisfaction



suggestive



exhibition




























condition









exaggeration

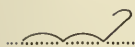
HOW TO CONSTRUCT SHORTHAND PHRASES


 generalization	 affection affectionate	 legislation
 description	 fraction	 legislative
 subscription	 civilization	 recollection
 acquisition	 conversation	 representation
 accession	 association	 representative
 accusation	 mention	 respective
 organization	 information	 transportation
 justification	 investigation	
 specification	 examination	

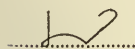
PHRASE DRILL


 my-recollection	 to-my-best-recollection
 to-my-recollection	 best-of-my-recollection
 my-best-recollection	 to-the-best-of-my-recollection

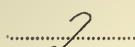
HOW TO CONSTRUCT SHORTHAND PHRASES

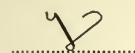
 from-my-
recollection

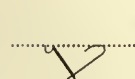
 from-my-best-
recollection

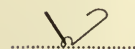
 it-is-my-
recollection

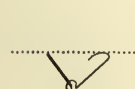
 your-recollection


 to-your-
recollection

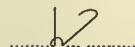
 your-best-
recollection

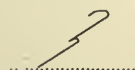
 to-your-best-
recollection


 best-of-your-
recollection


 to-the-best-
of-your-
recollection


 from-your-
recollection


 it-is-your-
recollection

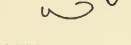
 refresh-your-
recollection


 refresh-your-
memory

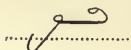
 in-consideration

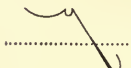
 into-consideration


 take-into-
consideration

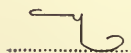
 your-information


 plans-and-
specifications


 rules-and-
regulations


 in-your-
publication

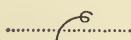
 in-his-
publication

 call-your-
attention

 in-this-
representation

 in-session

 this-session

 last-session

Chapter Eleven

DOUBLE LENGTH CUMULATIVE PHRASING

A word-sign or outline ending without a hook or circle may be doubled to add *thr*:



from-thr

see-thr

value-thr

for-thr

Suggestions—In these rules, as well as in the word-signs given in this lesson, *thr* is used to indicate the word *there* or *their*, or the words *they are*.

This principle may be used with the more common single straight-stroke words and word-signs.

Doubling the length of a full-length word-sign or outline having no final hook, circle or loop, will add *other* or *whether*:



some-other

in-other

do-you-know-whether

Tripling the length of a full-length word-sign or outline having no final hook, circle or loop, will add *whether-there*:



do-you-know-whether-there-was

do-you-recollect-whether-there-was

When a stroke is doubled to add *whether*, an *n-hook* will add the words *or-not*:

HOW TO CONSTRUCT SHORTHAND PHRASES

do-you-recollect- whether-or-not	do-you-recall- whether-or-not	if-you-remember- whether-or-not

Thr may be added to any word represented by a *w-hook* word-sign or to an outline ending with a small final hook, or ending with *iss*, by a *bet-oid* or *jet-oid*:

were-thr	with-thr	since-thr	what-thr	been-thr

DOUBLE LENGTH WORD-SIGNS


supporter	material	no-other
separator	immaterial	another
after	whether	entirely
afternoon	rather	longer
further	return	
matter	neither	
	entire	
	any-other	

PHRASE DRILL


The phrases contained in the following list are derived from the double-length cumulative phrasing principle and the principles contained in previous chapters of this book. As these phrases are of frequent


HOW TO CONSTRUCT SHORTHAND PHRASES

occurrence, especially in court reporting work, special study and practise should be devoted to these:


 by-thr


 have-thr


 by-their-own

 have-their-own


 be-thr


 think-thr


 be-their-own

 think-there-is

 at-thr


 though-thr


 at-their-own


 though-there-is

 if-thr


 see-thr


 if-there-is


 see-there-is


 if-their-own


 say-thr


 for-thr

 say-there-is

 for-there-is

 was-thr


 for-their-own


 was-their-own


HOW TO CONSTRUCT SHORTHAND PHRASES

 from-thr



..... with-their


 from-their-own

 were-thr



..... in-thr



..... what-thr



..... in-their-own



..... would-thr


 know-thr



..... what-is-thr


 know-there-is


..... we-were-there



..... while-thr



..... were-we-there



..... while-there-is


..... were-you-there



..... been-thr



..... they-were-there


..... to-have-been-thr



..... it-is-thr

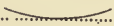

..... done-thr


..... do-you-think-
there-is



..... down-thr



..... know-whether

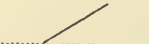

..... may-have-been-thr

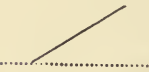

..... know-whether-thr


HOW TO CONSTRUCT SHORTHAND PHRASES

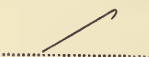
 know-whether-
there-was

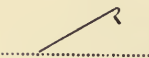
 know-whether-
or-not

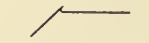
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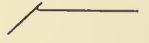
 recollect-
whether-thr

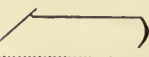
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there-was

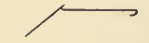
 recollect-whether-
or-not

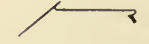
 recollect-whether-
or-not-thr

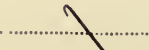
 recall-whether

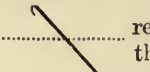
 recall-whether-thr

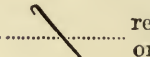
 recall-whether-
there-was


 recall-whether-
or-not


 recall-whether-
or-not-thr


 remember-whether

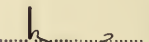
 remember-whether-
thr


 remember-whether-
or-not

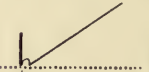
 do-you-know-
whether


 do-you-know
whether-thr

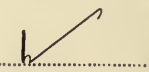
 do-you-know-
whether-there-was

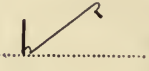
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whether-or-not

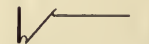
 do-you-recollect-
whether

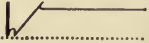
 do-you-recollect-
whether-thr

 do-you-recollect-
whether-there-was

 do-you-recollect-
whether-or-not

 do-you-recollect-
whether-or-not-thr

 do-you-recall-
whether

 do-you-recall-
whether-thr

HOW TO CONSTRUCT SHORTHAND PHRASES

	do-you-recall- whether-there-was		will-you-say- whether
	do-you-recall- whether-or-not		will-you-say- whether-thr
	do-you-recall- whether-or-not-thr		will-you-say- whether-there-was
	do-you-remember- whether		will-you-say- whether-or-not
	do-you-remember- whether-thr		will-you-say- whether-or-not-thr
	do-you-remember- whether-or-not		will-you-say- whether-or-not- there-was
	do-you-remember- whether-or-not- there-was		will-you-see whether
	state whether		will-you-see- whether-thr
	state-whether-thr		will-you-see- whether-there-was
	state-whether- there-was		will-you-see- whether-or-not-thr
	state-whether- or-not		will-you-see- whether-or-not- there-was
	state-whether- or-not-thr		if-you-know- whether
	state-whether-or- not-there-was		if-you-know whether-thr

HOW TO CONSTRUCT SHORTHAND PHRASES

if-you-know-whether-there-was

if-you-know-whether-or-not

if-you-recollect-whether-or-not

if-you-recall-whether-or-not

it-ought-to-have-been-thr

it-would-have-been-thr

which-ought-to-have-been-thr

which-have-been-thr

which-would-have-been-thr

they-ought-to-have-been-thr

they-have-been-thr

they-would-have-been-thr

you-ought-to-have-been-thr

you-would-have-been-thr

as-a-matter-of-fact

as-a-matter-of-law

as-a-matter-of-course

in-other-ways

any-other-way

some-other-way

is-thr

as-thr

is-thr


as-thr


of-thr


of-their-own


HOW TO CONSTRUCT SHORTHAND PHRASES


 the-other


 one-way-or-the-other


 the-other-day


 further-than


 the-other-way


 rather-than


 in-return


 what-is-the-matter


 every-other-one


 what-is-the-matter-with


 some-way-or-other


 what-is-the-matter-with-you


 something-or-other


 in-his-letter


 somehow-or-other


 for-some-other-reason


 somewhere-or-other

 for-some-reason-or-other

 one-thing-or-another

 then-and-there

 one-way-or-another

 in-the-afternoon

Chapter Twelve

HALF-LENGTH CUMULATIVE PHRASING

By halving a word-form or word-sign otherwise represented by a full stroke, and writing it in the *first* position, the word *did* may be added:

~	✓	5	(
.....			
when-did	where-did	why-did	they-did

By halving a word-form or word-sign otherwise represented by a full stroke, and writing it in the *second* position, the word *do* may be added:

~	✓	5	(
.....			
when-do	where-do	why-do	they-do

By halving a word-form or word-sign otherwise represented by a full stroke, and writing it in the *third* position, the word *had* or *would* may be added:

~	✓	5	(
.....			
when-had	where-had	why-had	they-had
when-would	where-would	why-would	they-would

By halving a word-form or word-sign otherwise represented by a full stroke, adding *iss*, and writing it in the *second* position, the word *does* may be added:





~	✓	5
.....		
when-does	where-does	why-does

Employing principle 1, 2 or 3, and adding an *en-hook*, the word *not* may also be added:




(((
.....		
they-did-not	they-do-not	they-had-not

HOW TO CONSTRUCT SHORTHAND PHRASES




If it is desired to distinguish *didn't* from *did-not*, *don't* from *do-not*, *hadn't* from *had not*, it may be done by vocalization, as follows:

			
they-did-not	they-didn't	they-do-not	they-don't




The *r-hook* may be omitted from the word-signs for *remember* and *sure* in the following instances:

		
I-do-not-remember	I-did-not-remember	I-am-not-sure

The following phrases derive their origin from the half-length principle, in conjunction with Rule 14, Lesson Nine:







		
in-regard-to-that	in-regard-to-this	in-regard-to-them

In prefixing *I* before *did-not*, *do-not*, and *had-not*, allow the strokes to retain their positions, keeping the prefix well off the line in *I-had-not*:

































		
I-did-not	I-do-not	I-had-not

HALVING PRINCIPLE WORD-SIGNS

The following word-signs are based on halved simple consonant strokes:

 did	 could	 good
 quite	 God	 if-it feature

HOW TO CONSTRUCT SHORTHAND PHRASES













 future	 yard	 inhabit in-the-habit
 of-it	 world	 natural -ly
 evidence	 might -y	 until
 thought	 immediate	 intellect -ual
 that	 not	 indulge
 without	 nature	 intelligible
 astonish -ment	 better	 little
 establish -ment	 affidavit	 heretofore
 is-it	 evident	 hereafter
 as-it has-it was-it	 acquaint -ance	 individual -ity
 Lord ordinary	 architect -ure	

CIRCLE, LOOP, W-HOOK, HALF-LENGTH WORD-SIGNS

The following word-signs are based on the half-
















HOW TO CONSTRUCT SHORTHAND PHRASES

length principle in conjunction with the circles, loops, and *w-hook*:






 footstep	 onward	 accept
 somewhat	 word	 exact-execute
 sometime	 exhibit	 certain-ty
 forward	 except	 anticipate

INITIAL HOOK, CIRCLE, HALF-LENGTH WORD-SIGNS

The following word-signs are based on halved double consonants formed with the small initial hooks, or on halved triple consonants formed with the small initial hooks and the circle:

























 ability built build	 judicial	 virtue
 child	 identical -ly	 authority
 children	 appeared particular	 throughout
 quality	 opportunity	 exasperate
 guilt -y	 toward	 exaggerate

HOW TO CONSTRUCT SHORTHAND PHRASES















 majority	 mortal	 withheld withhold
 immortal	 secretary	

INITIAL AND FINAL HOOK HALF-LENGTH WORD-SIGNS















The following word-signs are based on halved final hook strokes, the halved initial hook strokes in conjunction with the final hooks, and all the contractions in shorthand:

 behind	 country	 comprehend
 at-hand	 spent-d	 apprehend
 gentlemen	 expend	 frequent-ly
 gentleman	 subsequent	 profit
 kind	 extend extent	 superintend -ent-ance
 county	 consequent	 inhabitant
 found-ation	 accident	 independent -ence
 movement	 applicant	 intelligent

HOW TO CONSTRUCT SHORTHAND PHRASES

 intelligence	 confident	 identification
 downward	 indenture	 anticipation
 acceptance	 standard	 account
 expenditure	 indispensable	 between
 convenient	 acceptance	

PHRASE DRILL

 it-may-not	 it-may-not-be-necessary-for-them
 it-may-not-be	 it-will-not
 it-may-not-be-necessary-	 it-will-not-be
 it-may-not-be-necessary-for	 it-will-not-be-necessary
 it-may-not-be-necessary-for-the (him)	 it-will-not-be-necessary-for
 it-may-not-be-necessary-for-you	 it-will-not-be-necessary-for-the (him)
 it-may-not-be-necessary-for us	 it-will-not-be-necessary-for-you

HOW TO CONSTRUCT SHORTHAND PHRASES

	it-will-not-be-necessary-for-us		which-will-not-be-necessary-for
	it-will-not-be-necessary-for-them		which-will-not-be-necessary-for-the (him)
	which-may-not		which-will-not-be-necessary-for-you
	which-may-not-be		which-will-not-be-necessary-for-us
	which-may-not-be-necessary		which-will-not-be-necessary-for-them
	which-may-not-be-necessary-for		it-cannot
	which-may-not-be-necessary-for-the (him)		it-cannot-be
	which-may-not-be-necessary-for-you		it-cannot-be-necessary
	which-may-not-be-necessary-for-us		it-cannot-be-necessary-for
	which-may-not-be-necessary-for-them		it-cannot-be-necessary-for-the (him)
	which-will-not		it-cannot-be-necessary-for-you
	which-will-not-be		it-cannot-be-necessary-for-us
	which-will-not-be-necessary		it-cannot-be-necessary-for-them

HOW TO CONSTRUCT SHORTHAND PHRASES

which-cannot

which-cannot-be

which-cannot-be-necessary

which-cannot-be-necessary-for

which-cannot-be-necessary-for-the (him)

which-cannot-be-necessary-for-you

which-cannot-be-necessary-for-us

which-cannot-be-necessary-for-them

when-did

when-did-you

when-did-you-see

when-did-you-see-the (him)

when-did-you-see-them

when-did-you-go

when-did-you-go-with-the (him)

when-did-you-go-with-their

when-did-you-go-with-them

when-did-you-have

when-did-you-have-them

when-did-you-have-their

when-did-you-have-this

when-did-you-do


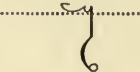
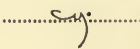
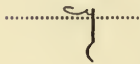
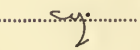
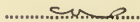
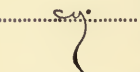
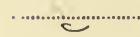

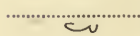
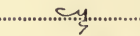


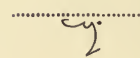
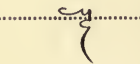


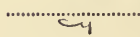
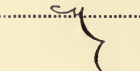
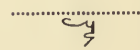
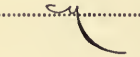
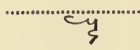
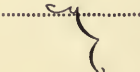



when-did-you-do-this

when-did-you-do-that

when-did-you-next

when-do

HOW TO CONSTRUCT SHORTHAND PHRASES

	when-do-you		when-do-you-do-this
	when-do-you-see		when-do-you-do-that
	when-do-you-see-the (him)		when-do-you-next
	when-do-you-see-them		when-would when-had
	when-do-you-go		when-would-you when-had-you
	when-do-you-go-with-the (him)		when-would-you-see
	when-do-you-go-with-their		when-would-you-see-the (him)
	when-do-you-go-with-them		when-would-you-see-them
	when-do-you-have		when-would-you-go
	when-do-you-have-them		when-would-you-go-with-the (him)
	when-do-you-have-their		when-would-you-go-with-their
	when-do-you-have-this		when-would-you-go-with-them
	when-do-you-do		when-would-you-have

HOW TO CONSTRUCT SHORTHAND PHRASES

when-would-
you-have-them

when-would-
you-have-
their

when-would-
you-have-
this

when-would-
you-do

when-would-
you-do-this

when-would-
you-do-that

when-would-
you-next

where-did

where-did-you

where-did-
you-see

where-did-
you-see-the
(him)

where-did-
you-see-them

where-did-
you-go

where-did-
you-go-with-
the (him)

where-did-
you-go-with-
their

where-did-
you-go-with-
them

where-did-
you-have

where-did-
you-have-
them

where-did-
you-have-
their

where-did-
you-have-this

where-did-
you-do

where-did-
you-do-this

where-did-
you-do-that

where-did-
you-next

where-do

where-do-you

HOW TO CONSTRUCT SHORTHAND PHRASES

	where-do-you-see		where-do-you-do-that
	where-do-you-see-the (him)		where-do-you-next
	where-do-you-see-them		where-would
	where-do-you-go		where-had
	where-do-you-go-with-the (him)		where-would-you
	where-do-you-go-with-their		where-had-you
	where-do-you-go-with-them		where-would-you-see
	where-do-you-have		where-would-you-see-the (him)
	where-do-you-have-them		where-would-you-see-them
	where-do-you-have-their		where-would-you-go
	where-do-you-have-this		where-would-you-go-with-the (him)
	where-do-you-do		where-would-you-go-with-their
	where-do-you-do-this		where-would-you-go-with-them
			where-would-you-have
			where-would-you-have-them

HOW TO CONSTRUCT SHORTHAND PHRASES

DALLAS, TEXAS

where-would-you-have-their

where-would-you-have-this

where-would-you-do

where-would-you-do-this

where-would-you-do-that

where-would-you-next

why-did

why-did-you

why-did-you-say

why-did-you-come

why-did-you-leave

why-do

why-do-you

why-do-you-say

why-do-you-come

why-do-you-leave

why-would-why-had

why-would-you-say

why-would-you-come

why-would-you-leave

where-had-you-been

when-had-you-been

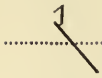

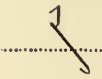



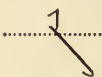

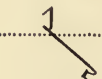



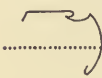

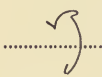

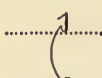



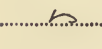

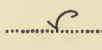

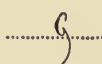

when-had-you-been-there

they-did-not-say

they-do-not-say

they-would-not-say

HOW TO CONSTRUCT SHORTHAND PHRASES

	I-did-not-remember-whether		he-does-not
	I-did-not-remember-whether-or-not		a-day-or-two
	I-do-not-remember-whether		a-week-or-two
	I-do-not-remember-whether-or-not		a-month-or-two
	I-do-not-remember-whether-or-not-there-was		a-year-or-two
	I-am-not-saying		in-accordance-with
	I-cannot-say-whether-or-not		in-accordance-with-the
	I-will-not-say-whether-or-not		in-accordance-with-their
	I-do-not-think-there-is		in-accordance-with-this
	I-have-not		in-connection-with
	he-may-not		in-connection-with-the
	he-will-not		in-connection-with-their
	they-will-not-say		in-connection-with-this

HOW TO CONSTRUCT SHORTHAND PHRASES

where-did-you-live

at-any-rate

where-do-you-live

a-great-deal

able-to

board-of-trade

where-did-you-reside

rate-of-speed

where-do-you-reside

rate-of-interest

in-writing

right-of-way
right-away

handwriting

roadway

in-order-to

I-want-to-say

in-order-that

I-want-you-to-say

on-or-about

in-other-words

on-or-before

gentlemen-of-the-jury

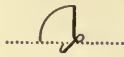
on-the-one-hand

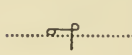
if-the-Court-please

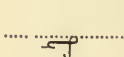
on-the-other-hand

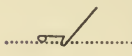
may-it-please-the-Court

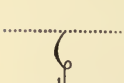
HOW TO CONSTRUCT SHORTHAND PHRASES


 ladies-and-gentlemen

 Secretary-of-State

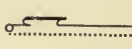
 to-a-great-extent

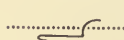
 Secretary-of-War

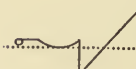
 to-this-extent

 Secretary-of-the-Navy

 to-some-extent

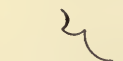
 Secretary-of-Agriculture


 ear-lot

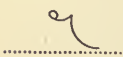
 Secretary-of-the-Interior

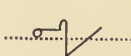
 ear-load

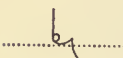
 Secretary-of-Commerce

 is-it-not-a-fact


 Secretary-of-Labor

 isn't-it-a-fact

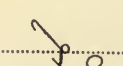
 Secretary-of-the-Treasury

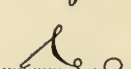
 it-is-not-a-fact


 Postmaster-General


 collateral-security


 Attorney-General

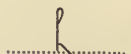
 President-of-the-United-States

 House-of-Representatives-of-the-United-States

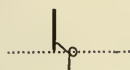
 Vice-President

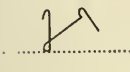
 Senate-of-the-United-States

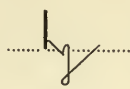
 Vice-President-of-the-United-States

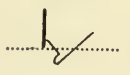
 State-Department

HOW TO CONSTRUCT SHORTHAND PHRASES

 Department-
of-State

 Treasury-
Department




 Department-
of-the-
Treasury

 Department-
of-War





Chapter Thirteen

PREFIXES AND SUFFIXES





The syllable *accom* is shown by a disjoined *kay*:

		
accommodate	accomplice	accommodation




The *circle*, *diphthong*, and *w-hook* word-signs may be substituted for the *con-dot*, these word-signs retaining their positions when so placed. A *chet-oid*, *ret-oid* or *pet-oid* will represent *the* when so placed, and a *ket-oid* or *tet-oid* will represent *a*, *an* or *and* when so placed:

			
I-contend	the-contents	what-composes	a-committee

The syllables *contra*, *contro*, *contri* or *counter* may be shown by a *chet-oid* or *pet-oid* placed over the remainder of the word:

			
contradict	contribute	counterpart	controvert

The syllable *self* and the syllables *circum* are shown by a small circle written before or over the remainder of the word:

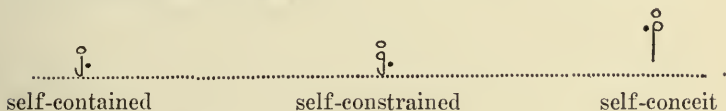
		
circumspect	self-made	circumscribe

The syllables *magni*, *magna* or *magne* may be shown by placing *em* over the remainder of the word:

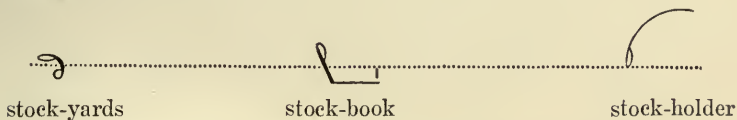
HOW TO CONSTRUCT SHORTHAND PHRASES



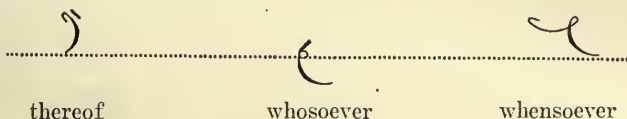
Self-con and *self-contra* are shown by writing *es* in the place of the *con-dot*:



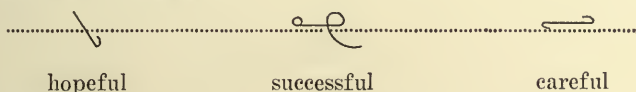
In the following phrases, the word *stock* may be shown by *stey*:



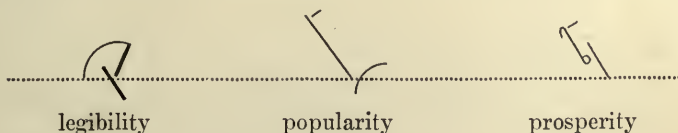
A word-sign is frequently used as a prefix or suffix, and may be disjoined for convenience of legibility:



The stroke *ef* or the *f-hook* may be suffixed to represent *ful* or *fully*:



The final syllables *ality*, *ility*, *erity* or *arity* may be shown by writing the stroke which immediately precedes any of these syllables below the first part of the word:

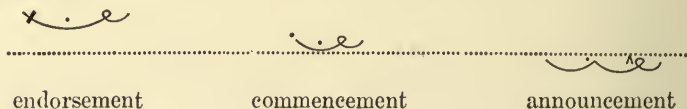


HOW TO CONSTRUCT SHORTHAND PHRASES

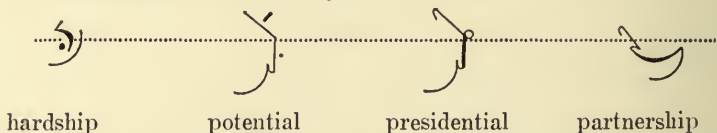
The final syllables *mental* or *mentality* may be shown by a disjoined *ment*:



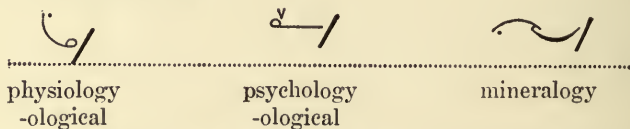
When it is inconvenient to join the final syllable *ment*, written in the usual way, *net* may represent that syllable:



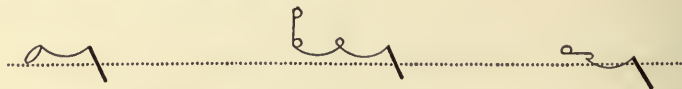
The suffix *ship* or *tial* may be shown by *ish*, disjoined when not convenient to join:



The syllables *alogy*, *ology* or *ological* may be shown by a disjoined *jay*:



The words *National Bank*, when forming a part of a name, may be shown by *en-bee*:

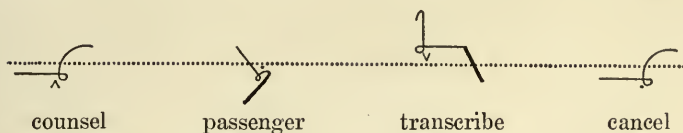


First-National-Bank Citizens-National-Bank Second-National-Bank

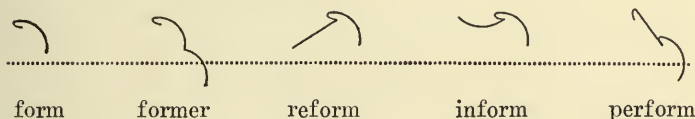
OMISSIONS

In such words as *stranger*, *passenger*, *transgress*, *council*, *cancel*, *transact*, etc., the stroke *en* may be omitted:

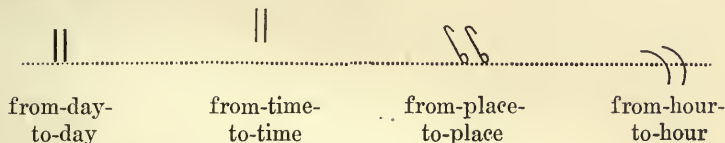
HOW TO CONSTRUCT SHORTHAND PHRASES



In the words *inform*, *reform*, *form*, *former*, etc., the stroke *em* may be omitted:

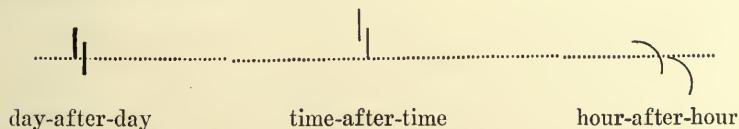


The words *from* and *to* may be omitted in the following cases:

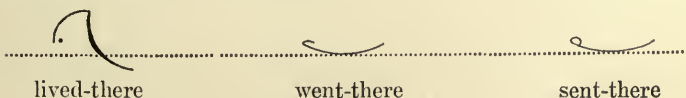


Suggestions—In this instance, and the one mentioned in the next following Rule, it is allowable to drop the *em* from the word *time*, showing that word by the stroke *tee* in the first position.

The word *after* may be omitted in the following phrases, by writing the second stroke close to and a little lower than the first:






In the following and similar frequently used phrases, the halved final stroke may be disregarded and the stroke doubled to show *thr*:






HOW TO CONSTRUCT SHORTHAND PHRASES




The words *have-you* following the words *how-long* may be omitted:

		
how-long-have-you-been	how-long-have-you-known	how-long-have-you-lived




The word *your* following the words *what-is* may be omitted:



		
what-is-your-name	what-is-your-occupation	what-is-your-business

When the word *like* follows the word *would*, the stroke *lay* may be omitted:

		
I-would-like	I-would-like-for-you	I-would-like-to-have-you

In the following and similar instances, *iss* takes the place of *es* in the word *ask*; the *l-hook* is used on the prefix for *I-will*; the word *to* is omitted and supplied by implication:

		
I-ask-you	I-will-ask-you	I-ask-you-to-state

	
I-ask-you-to-state-whether	I-will-ask-you-to-state-whether

HOW TO CONSTRUCT SHORTHAND PHRASES

PHRASE DRILL

5

..... I-would-like

5 o

..... I-would-like-to-ask

5 o

..... I-would-like-to-ask-whether

5 o

..... I-would-like-to-ask-whether-thr

5 o)

..... I-would-like-to-ask-whether-there-was

5 o

..... I-would-like-to-to-ask-whether-or-not

5 o o

..... I-would-like-to-ask-whether-there-is

5 u

..... I-would-like-you

5 u

..... I-would-like-you-to-state

5 u

..... I-would-like-you-to-state-whether

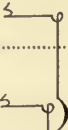
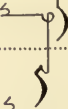










5 u

..... I-would-like-you-to-state-whether-thr

5 u

..... I-would-like-you-to-state-whether-or-not

HOW TO CONSTRUCT SHORTHAND PHRASES

	I-would-like-you-to-state-whether-there-was
	I-would-like-you-to-state-whether-or-not-there-was
	I-would-like-for-you
	I-would-like-to-have
	I-would-like-to-inquire
	I-would-like-to-inquire-whether
	I-would-like-to-inquire-whether-thr
	I-would-like-to-know
	I-would-like-to-know-whether
	I-would-like-to-inquire-whether-there-was
	I-would-like-to-know-whether-there
	I-would-like-to-know-whether-there-was

HOW TO CONSTRUCT SHORTHAND PHRASES

A horizontal line with a small '5' at the left end and a loop at the right end.

..... I-would-like-to-know-whether-there-is

A horizontal line with a small '5' at the left end and a loop at the right end, similar to the previous symbol but slightly different in shape.

..... I-would-like-to-know-whether-or-not

A horizontal line with a small '5' at the left end and a loop at the right end, with a different loop shape.

..... I-would-like-to-say

A horizontal line with a small '5' at the left end and a loop at the right end, with a different loop shape.

..... I-would-like-you-to-say

A horizontal line with a small '5' at the left end and a loop at the right end, with a different loop shape.

..... I-would-like-you-to-say-whether

A horizontal line with a small '5' at the left end and a loop at the right end, with a different loop shape.

..... I-would-like-you-to-say-whether-thr

A horizontal line with a small '5' at the left end and a loop at the right end, with a different loop shape.

..... I-would-like-you-to-say-whether-or-not

A horizontal line with a small '5' at the left end and a loop at the right end, with a different loop shape.

..... I-would-like-you-to-say-whether-there-is

A horizontal line with a small '5' at the left end and a loop at the right end, with a different loop shape.

..... I-ask

A horizontal line with a small '5' at the left end and a loop at the right end, with a different loop shape.

..... I-ask-you

A horizontal line with a small '5' at the left end and a loop at the right end, with a different loop shape.

..... I-ask-you-to-state

A horizontal line with a small '5' at the left end and a loop at the right end, with a different loop shape.

..... I-ask-you-to-state-whether


A horizontal line with a small '5' at the left end and a loop at the right end, with a different loop shape.


..... I-ask-you-to-state-whether-or-not


HOW TO CONSTRUCT SHORTHAND PHRASES


	I ask you to state whether or not there is
	I ask you to state whether or not there was
	I ask you if there is
	I ask you to say
	I ask you to say whether
	I ask you to say whether or not
	I ask you to say whether there is
	I ask you to say whether there was
	I ask you to say whether or not there is
	I ask you to say whether or not there was
	I ask you if you know whether
	I will ask


HOW TO CONSTRUCT SHORTHAND PHRASES


..... I-will-ask-you

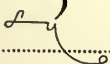
..... I-will-ask-you-to-state


..... I-will-ask-you-to-state-whether


..... I-will-ask-you-to-state-whether-or-not


..... I-will-ask-you-to-state-whether-or-not-thr


..... I-will-ask-you-to-state-whether-or-not-there-was


..... I-will-ask-you-if-there-is

..... I-will-ask-you-to-say





..... I-will-ask-you-to-say-whether

..... I-will-ask-you-to-say-whether-or-not

..... I-will-ask-you-to-say-whether-thr

..... I-will-ask-you-to-say-whether-there-is

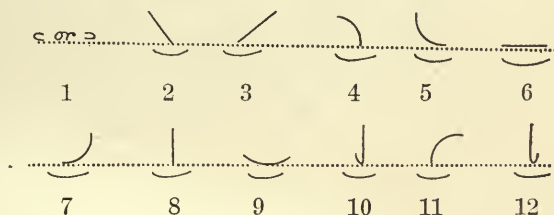
HOW TO CONSTRUCT SHORTHAND PHRASES

 I-will-ask-you-to-say-whether-there-was
 I-will-ask-you-to-say-whether-or-not-there-is
 I-will-ask-you-to-say-whether-or-not-there-
was
 I-will-ask-you-if-you-know-whether

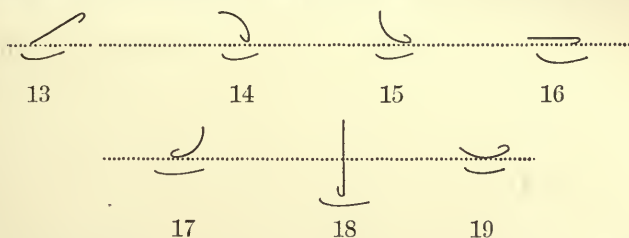
Chapter Fourteen

SHORTHAND NUMERALS

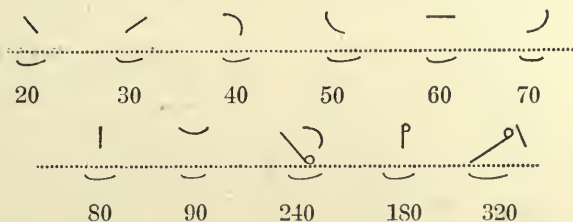
The digits are represented as follows (the outlines for 3 and 7 being written either downward or upward) :



The *n-hook* will add the syllable *teen*, the outline for 18 being made double length to avoid conflict with 10:



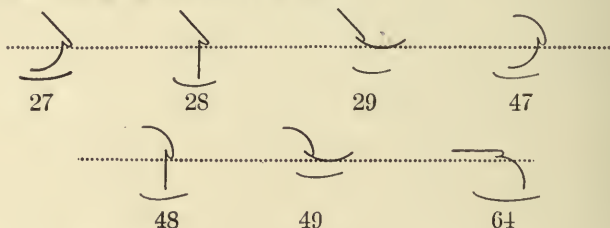
The multiples of 10 (20, 30, 40, 50, 60, 70, 80, and 90) may be shown by making the simple digits *half length* and always writing the outline in *first position*:



HOW TO CONSTRUCT SHORTHAND PHRASES

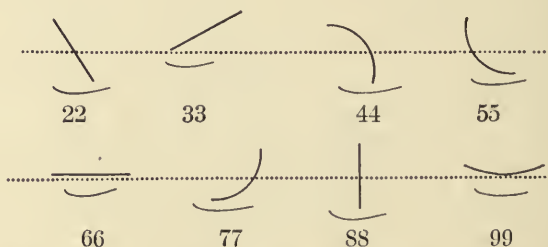
Suggestions—And this means to write them *half length* and to always make them well above the line of writing, whether the outline is written singly (as in 20, 30, 40, 50, etc.) or whether it concludes a group of figures, in which case the multiple must be disjoined (as in 240, in last illustration). This prevents conflict with the characters used to represent the simple digits.

In the following cases, in order to prevent an awkward joining, an *n-hook* is used:



Suggestions—This does not affect the legibility of the outlines, and makes a more facile joining possible. Be careful to write the outlines for 27, 28 and 29 with the straight stroke (*pee*), for the least curve would cause a conflict with those for 47, 48 and 49.

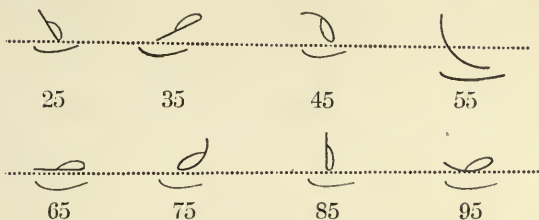
Doubling the length of an outline representing a single digit will repeat that digit, making it a double digit:



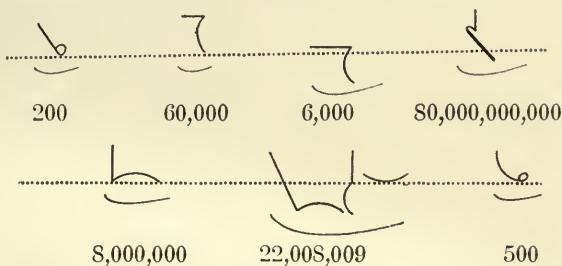
Suggestions—As no triple length characters are employed in this plan, it is well to be generous with the double lengths used to show the double digits in order to insure against conflict with the single length characters which show the simple digits.

When the figure 5 concludes a group of figures, it may be represented by *ster*:

HOW TO CONSTRUCT SHORTHAND PHRASES

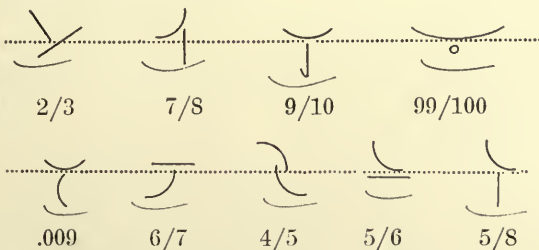


Hundred is represented by *iss*; *thousand* is represented by *ith*; *million* is represented by *em*; *billion* is represented by *bel*:



Suggestions—It will be noted that outlines representing figures may be joined or disjoined without endangering their legibility.

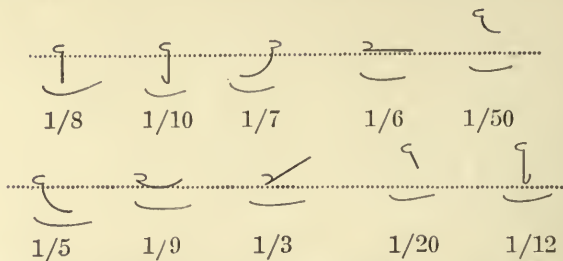
In showing fractions, the numerator should be placed over the denominator:



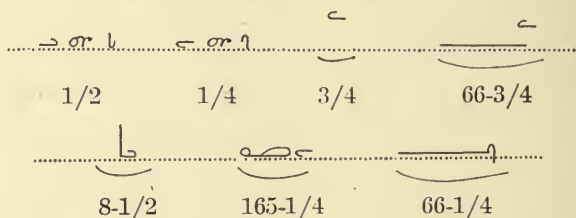
Suggestions—This merely follows the method employed in showing fractions with the ordinary Arabic figures.

When the numerator is 1, there is no necessity for disjoining:

HOW TO CONSTRUCT SHORTHAND PHRASES

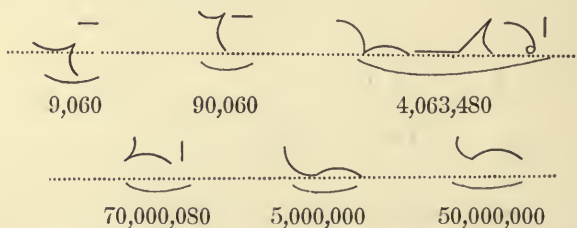


The words *a-half*, *a-quarter* and *three-quarters*, when used in conjunction with numerals, may be represented by the following word-signs:



Suggestions—The word-sign for *three-quarters* should always be disjoined and written in first position to prevent a conflict with a badly executed 1.

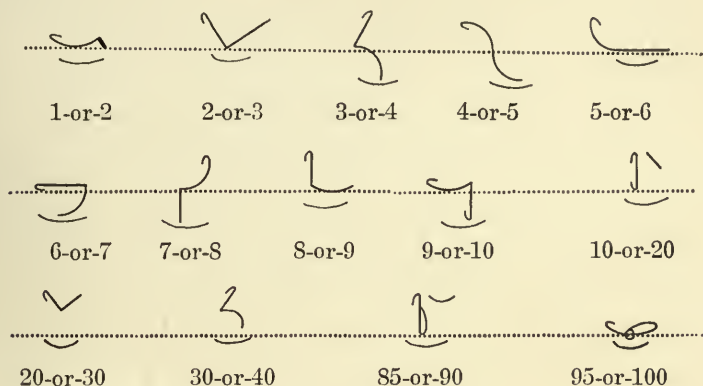
In order to distinguish outlines representing digits from those representing words, all numeral outlines should be underlined with a curved stroke, as follows:



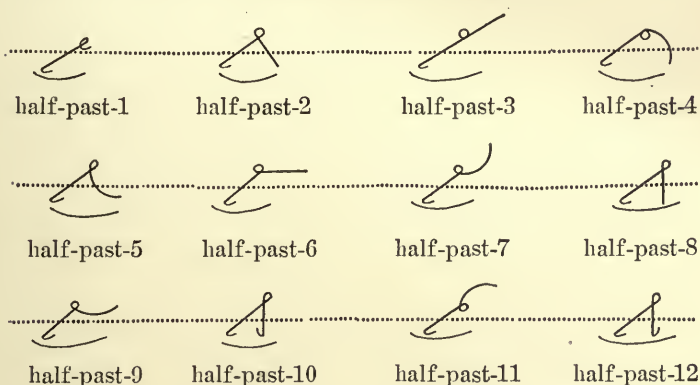
The word *or* occurring between figures may be shown by placing an initial hook on the stroke representing the first figure, the *r-hook* being used on straight strokes and a hook on the inside of the curve on curved

HOW TO CONSTRUCT SHORTHAND PHRASES

strokes. In writing *1 or 2* the outline given below may be used:





























The words *half-past* preceding the figures denoting the hours, may be shown by *hays*, as follows:



Chapter Fifteen

CORRESPONDENCE WORK





















The correct way of writing initials is given in the list printed below. Small letters should be employed in making those written in longhand. This will result in less strokes to each letter and will permit of writing initials without disjoining. The writing in shorthand of initials other than those shown should not be attempted, as conflicts would result were you to attempt to distinguish initials by shading the outlines representing them.

A	H	O	V
B	I	P	W
C	J	Q	X
D	K	R	Y
E	L	S	Z
F	M	T	
G	N	U	

HOW TO CONSTRUCT SHORTHAND PHRASES





DAYS OF THE WEEK AND MONTHS OF THE YEAR

The days of the week and the months of the year occur very frequently in correspondence work, and consequently the following outlines for their names should be thoroughly mastered:


Monday	Thursday	Sunday
Tuesday	Friday	Sabbath
Wednesday	Saturday	
January	May	September
February	June	October
March	July	November
April	August	December


STATES AND TERRITORIES


The names of the states and territories of the United States are written as follows:


Alabama	Arizona
Alaska	Arkansas

HOW TO CONSTRUCT SHORTHAND PHRASES

 California

 Kentucky


 Colorado

 Louisiana


 Connecticut

 Maine


 Delaware

 Maryland


 District-of-Columbia


 Massachusetts


 Florida


 Michigan


 Georgia

 Minnesota


 Hawaiian-Territory

 Mississippi


 Idaho

 Missouri


 Illinois


 Montana


 Indiana

 Nebraska


 Iowa


 Nevada


 Kansas


 New-Hampshire


HOW TO CONSTRUCT SHORTHAND PHRASES

 New-Jersey

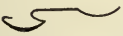
 South-Dakota


 New-Mexico


 Tennessee


 New-York


 Texas


 North-Carolina


 Utah


 North-Dakota


 Vermont


 Ohio


 Virginia


 Oklahoma

 Washington


 Oregon

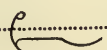
 West-Virginia


 Pennsylvania

 Wisconsin

 Rhode-Island

 Wyoming

 South-Carolina

 D. C.


PROPER NAMES


Proper names may be written in shorthand as shown in the list beginning on the following page:

HOW TO CONSTRUCT SHORTHAND PHRASES


.......... Adams


.......... Augustus


.......... Addison


.......... Austin


.......... Adolph

.......... Baldwin


.......... Albert


.......... Bartlett


.......... Alexander


.......... Baxter


.......... Alfred

.......... Beck

.......... Allan


.......... Bell

.......... Anderson


.......... Benjamin


.......... Andrews


.......... Berry

.......... Arnold

.......... Brainerd

.......... Arthur

.......... Brown


.......... Atkins

.......... Butler


.......... Atkinson


.......... Campbell

HOW TO CONSTRUCT SHORTHAND PHRASES


 Carson


 Donald


 Charles


 Douglas


 Christiauson


 Duncan


 Clarence


 Dunue


 Clark


 Eastman


 Clayton


 Edgar

 Cooper


 Edwards

 Curtis


 Eldred


 Daniels


 Elkins


 David


 Ellis


 Dexter

 Ellison


 Dickinson


 Elmer


 Dixon

 Emerson

HOW TO CONSTRUCT SHORTHAND PHRASES

.....Esterbrook


.....Gardner

.....Evans

.....Gary

.....Ezra

.....Graham

.....Ferguson


.....Grant

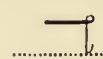
.....Field


.....Gregory

.....Fisher

.....Griffen

.....Forest


.....Gustav

.....Foster

.....Hall

.....Frank


.....Hanson

.....Franklin

.....Harold

.....Fred

.....Harris


.....Frederick

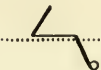
.....Harrison

.....French

.....Harry

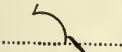
HOW TO CONSTRUCT SHORTHAND PHRASES


 Haynes

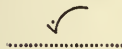
 Jacobs


 Henderson

 James

 Herbert

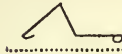
 Jerry

 Hill

 John

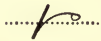
 Hiram

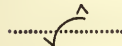
 Johnson

 Hopkins

 Jones

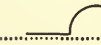
 Howe

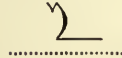
 Julius

 Howell


 Kellogg

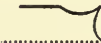
 Hunter

 Kelly

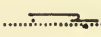
 Isaac

 Kennedy

 Israel

 Kenneth


 Jack


 Kincaid


 Jackson

 King

HOW TO CONSTRUCT SHORTHAND PHRASES


 Lane

 Marshall


 Lansing


 Martha


 Latham

 Mary


 Laura


 Maud


 Lawrence


 May

 Leonard


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 Lewis


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 Lindsay


 Miller


 Logan


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 Lockwood


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 Luther

 Morrison

 Margaret


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
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
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
HOW TO CONSTRUCT SHORTHAND PHRASES


.....Nellie

.....Peter


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
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.....Newman

.....Philip

.....Noel

.....Quinn


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.....Randolph


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
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.....Ormsby


.....Reynolds


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
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
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
.....Richards

.....Palmer

.....Richardson

.....Parker

.....Roberts

.....Patrick

.....Robertson

.....Paul

.....Robinson

HOW TO CONSTRUCT SHORTHAND PHRASES

.....Rogers


.....Stearns


.....Rowley


.....Stephen

.....Rudolph

.....Stevens

.....Rufus


.....Stewart

.....Sally

.....Taylor

.....Sampson


.....Temple

.....Samuel

.....Theodore


.....Sarah

.....Thomas


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.....Thompson


.....Sharp

.....Timothy


.....Smith

.....Ullrich


.....Snyder

.....Valentine

.....Springer


.....Vaughn


HOW TO CONSTRUCT SHORTHAND PHRASES


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.....Welch


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
.....Wells

.....Walter


.....Wheeler

.....Warner


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
.....Warren


.....Whitney


.....Washburn


.....Williams

.....Watson

.....Wilson


.....Webber

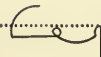
.....Wood


.....Webster

.....Young

NAMES OF CITIES


.....Akron

.....Alexandria


.....Alameda


.....Allegheny


.....Albany

.....Allentown


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 Alliance

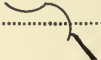
 Battle-Creek


 Amsterdam


 Bay-City

 Anderson

 Beatrice

 Ann-Arbor


 Beloit

 Asheville


 Bethlehem

 Ashland


 Beverly

 Astoria

 Birmingham


 Atchison


 Boston

 Atlanta


 Bowling-Green


 Augusta


 Bradford


 Aurora

 Brazil

 Baltimore


 Brooklyn

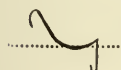
 Batavia

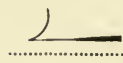
 Brunswick

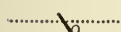
HOW TO CONSTRUCT SHORTHAND PHRASES

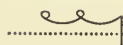
 Buffalo

 Chattanooga

 Burlington

 Chicago

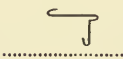
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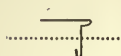
 Cincinnati

 Cairo


 Cleveland

 Calcutta

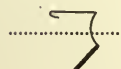
 Clinton

 Canton

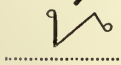
 Cohoes


 Cape-Town

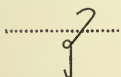
 Cold-Water

 Carthage

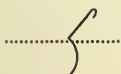
 Colorado-Springs

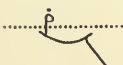
 Cedar-Rapids

 Columbia

 Charleston

 Columbus


 Chelsea

 Constantinople

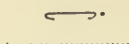

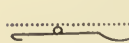



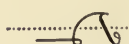


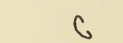



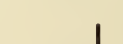

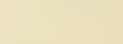

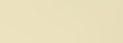
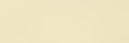
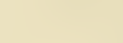

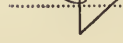
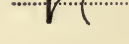

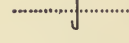
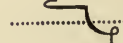
 Christiana

 Copenhagen

 Charlotte


 Corinth

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
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	Corsicana		Erie
	Cortland		Escanaba
	Council-Bluffs		Evansville
	Dallas		Flint
	Davenport		Fond du Lac
	Denver		Fort-Dodge
	Des-Moines		Fort-Wayne
	Detroit		Fort-Worth
	Dubuque		Fostoria
	Duluth		Frankfort
	Easton		Galveston
	Elmira		Grand-Rapids


HOW TO CONSTRUCT SHORTHAND PHRASES

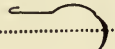
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..... Janesville


..... Greenville


..... Jefferson-City

..... Indianapolis

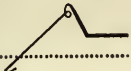
..... Kalamazoo

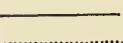
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..... Kankakee


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
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
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..... Keokuk

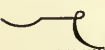
..... Hastings

..... Key-West

..... Helena

..... Kingston


..... Hobart


..... Knoxville


..... Honolulu

..... Kokomo


..... Houston

..... La Crosse


..... Ishpeming


..... Lafayette

..... Jackson


..... Lancaster


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
..........Lansing

..........Meridian


..........Leavenworth

..........Michigan-City


..........Lincoln

..........Milwaukee

..........Liverpool

..........Minneapolis


..........Logansport


..........Mobile


..........London

..........Montgomery

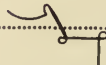
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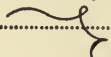
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..........Louisville


..........Nashville

..........Lowell


..........Nebraska-City


..........Mansfield


..........New-Albany


..........Marshall

..........Newark


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
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..........Memphis


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
..... New-Orleans


..... Parsons

..... Newport

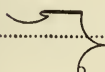
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..... Newton


..... Phoenix


..... New-York


..... Pittsburg


..... Niagara-Falls

..... Plainfield


..... Oakland


..... Plattsburgh


..... Oconto

..... Plymouth


..... Omaha


..... Port-Huron


..... Oshkosh


..... Portland

..... Oswego

..... Providence


..... Oskaloosa

..... Pueblo

..... Ottawa


..... Quincy

..... Paris


..... Racine


HOW TO CONSTRUCT SHORTHAND PHRASES

 Raleigh


 Santa-Fe


 Richmond


 Savannah


 Rochester

 Scranton


 Rock-Island


 Seattle


 Saginaw


 Sheboygan


 Salem

 Shreveport


 Sandusky

 Sioux-City

 St. Joseph


 Sioux-Falls


 St. Louis

 Springfield


 St. Paul

 Streator


 Salt-Lake-City

 Stockholm


 San-Francisco


 Superior

 San-Jose


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
HOW TO CONSTRUCT SHORTHAND PHRASES


.....Syracuse

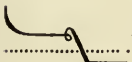
.....Wellington


.....Toledo


.....Wheeling


.....Topeka


.....Williamsport


.....Vicksburg

.....Wichita

.....Walla-Walla


.....Worcester


.....Washington

.....Zanesville

Chapter Sixteen


LEGAL TERMS AND PHRASES

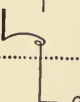
 abatement

 accessory


 accident

 acquit


 administrator


 administratrix


 alimony


 answer

 appear


 appearance

 approve

 arbitrate


 arbitration


 argument


 arrangement


 arrest


 arson


 assumpsit


 attachment

 attorney




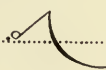















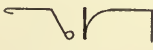



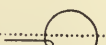
 attorney-at-law

 averment

 bankrupt


 bankruptcy


HOW TO CONSTRUCT SHORTHAND PHRASES


 bill of complaint	 common-law
 bill-of-particulars	 conservator
 bona fide	 consideration
 brief	 conspiracy
 challenge	 constable
 circumstantial	 contempt
 civil	 conversion
 client	 conveyance
 codicil	 coroner
 collateral	 corpus delicti
 collateral-security	 counsel
 commencement	 counsellor


HOW TO CONSTRUCT SHORTHAND PHRASES

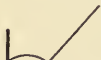
criminal


cross-bill


deceased


decision


defendant


demurrer


deposition

description

divorce


documentary

duces tecum


ejectment


entered-into


equity

estoppel

exception

exchange

execute

execution

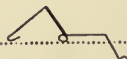
executor


fieri facias

forfeiture

forgery

guardian

habeas corpus

hereditament

HOW TO CONSTRUCT SHORTHAND PHRASES

..... homicide

..... interrogate

..... husband

..... interrogation

..... impanel

..... involuntary

..... impeach

..... judgment

..... impeachment

..... judicial

..... imprisonment

..... jurisdiction

..... indenture

..... jurisprudence

..... indiet

..... larceny

..... indictment

..... libel

..... injunction

..... magistrate

..... injury

..... majority


..... insolvent

..... malicious

..... interpreter

..... mandamus

HOW TO CONSTRUCT SHORTHAND PHRASES


.....manslaughter

.....nunc-pro-tune


.....marriage

.....partition


.....mayhem

.....party-of-the-first-part

.....misdemeanor


.....party-of-the-second-part


.....misjoinder


.....penalty


.....misnomer


.....perjury


.....mittimus


.....per-see


.....mortgage

.....petition

.....mortgagee


.....plaintiff


.....mortgagor


.....plead

.....murder

.....pleading


.....ne-exeat


.....precedent


.....nolle-prosequi


.....praecipe


HOW TO CONSTRUCT SHORTHAND PHRASES


.....prisoner


.....replication


.....procedure


.....reversion


.....proceeding


.....seire facias


.....process


.....set-forth

.....promissory-note

.....set-off

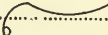
.....property

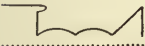
.....settlement

.....prosecution

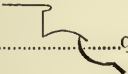
.....sheriff


.....provocation

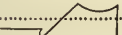
.....slander

.....quantum-meruit

.....solicitor


.....quantum-valebat

.....subpoena


.....quo-warranto

.....summons


.....remitter


.....syllabus


.....replevin


.....testamentary

HOW TO CONSTRUCT SHORTHAND PHRASES


..........testify


..........usury


..........testimony

..........venue

..........title


..........voir dire

..........trespass


..........warranty

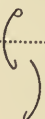
POINTS OF THE COMPASS

The points of the compass and words derived therefrom are represented as follows:

..........north

..........northern


..........south


..........southern


..........east


..........eastern


..........west


..........western


..........northeast


..........northeastern


..........northwest

..........northwestern

..........southeast


..........southeastern


..........southwest


..........southwestern

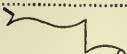
Chapter Seventeen


COURT REPORTING PHRASES


.....about-how-far



.....about-how-long



.....about-how-many-
days



.....about-how-many-
times



.....about-how-much



.....about-how-soon


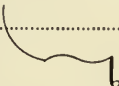
.....about-such



.....about-what



.....about-what-time


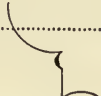
.....about-when



.....about-which-you-
are



.....after-many-days


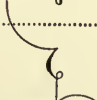
.....after-many-times



.....after-many-years



.....after-that-time



.....after-the-accident



.....after-this-accident


.....after-this-time



.....a-good-many



.....a-great-many



.....and-if-you-should


.....answer-the-question


HOW TO CONSTRUCT SHORTHAND PHRASES

 anything-like-that


 as-it-has-been

 (applause)

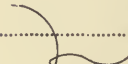
 as-it-is


 are-many


 as-it-was

 are-there


 as-many-as-possible


 are-there-as-many


 as-many-as-you-can


 are-there-many


 as-such


 are-you-familiar-with-the


 as-to-what


 are-you-prepared


 as-you-say


 are-you-prepared-to-state


 at-all-events


 are-you-sure


 at-any-rate


 are-you-sure-whether

 at-any-time


 are-you-willing


 at-about-what-time


 are-you-willing-to-swear


 at-his-request


HOW TO CONSTRUCT SHORTHAND PHRASES


 at-no-time


 at-one-time


 at-or-about


 at-or-near


 at-that-place


 at-that-time


 at-the-time-of-the-accident


 at-this-time


 at-what-time


 at-your-residence

 back-room

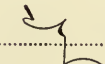
 bed-room


 before-or-after


 before-that-time


 before-the-time


 be-sure


 between-that-time


 bill-of-exchange


 bill-of-particulars


 bill-of-sale


 by-that-time

 by-that-you-mean


 by-that-you-mean-to-say


 by-the-time


 by-this-time


 by-way-of


HOW TO CONSTRUCT SHORTHAND PHRASES


 calling-for-a-
conclusion


 calls-for-a-
conclusion

 cannot-be-sure

 can-you-say


 can-you-say-
whether-or-not


 can-you-swear

 can-you-swear-
whether-or-not


 co-defendant


 common-carrier


 common-interest

 common-law


 common-sense


 co-trustee


 could-you-have-
been

 could-you-observe


 could-you-say


 could-you-see


 could-you-tell

 could-you-tell-
whether


 cross-examination


 defendant's-
exhibit-4

 deny-the-motion

 dining-room

 direct-examination

 does-that-mean

 do-you-believe

HOW TO CONSTRUCT SHORTHAND PHRASES

do-you-claim

do-you-refer

do-you-know-anything

do-you-remember-when

do-you-know-anything-about

do-you-swear

do-you-know-anything-about-the-matter

do-you-swear-to-that

do-you-mean-to-say

do-you-think-you-can

do-you-mean-to-say-that

do-you-want-the-jury-to-understand

do-you-mean-to-swear

do-you-want-to-swear

do-you-mean-to-tell

do-you-want-to-tell-us

do-you-mean-to-tell-the-jury

do-you-want-us-to-understand

do-you-mean-to-tell-us

easterly

do-you-mean-to-testify

ever-since

do-you-recognize

for-example

do-you-recommend

for-how-many

HOW TO CONSTRUCT SHORTHAND PHRASES

for-how-many-days

for-how-many-years

for-illustration

for-instance

for-that-time

from-your-memoranda

from-your-memorandum

from-your-memory

from-your-recollection

front-room

gentlemen-of-the-jury

give-your-best-recollection

had-there-been

(handing-book-to-the-court)

(handing-book-to-witness)

(handing-paper-to-the-court)

(handing-paper-to-witness)

he-did-not-know-anything-about

he-does-not-know-anything-about

he-remained

he-said

he-took

he-told-me

he-went

he-went-there

how-long-did-it-take

HOW TO CONSTRUCT SHORTHAND PHRASES

how-soon

how-soon-after

how-soon-after-the-accident

hypothetical-question

I-am-not-sure

I-am-not-sure-whether

I-came-there

I-cannot-remember

I-cannot-say-whether

I-cannot-tell

I-cannot-tell-whether-or-not

I-could-not-say-whether-or-not

I-could-not-tell

I-could-not-tell-whether

I-could-not-tell-whether-or-not

I-did-not-know-anything-about

I-do-not-know-anything-about

I-do-not-know-anything-about-the-matter

I-do-not-think-there-is

if-the-court-please

if-your-honor-please

I-have-no-doubt

(illustrating)

immaterial-incompetent-and-irrelevant

immaterial-irrelevant-and-incompetent

I-may-have-been

HOW TO CONSTRUCT SHORTHAND PHRASES

	I-may-have-been-there		in-my-judgment
	in-all-such-cases		in-no-other-business
	in-any-case		in-relation
	in-any-event		in-some-instances
	in-any-other-business		in-some-places
	in-any-way		in-the-early-part-of
	incompetent-immaterial-and-irrelevant		in-the-first-place
	incompetent-irrelevant-and-immaterial		Interstate-Commerce-Commission
	(indicating)		in-the-latter-part-of
	in-his-judgment		in-the-many
	in-his-manner		in-the-second-place
	in-his-position		in-the-world
	in-his-testimony		in-this-manner

HOW TO CONSTRUCT SHORTHAND PHRASES

.....in-this-way

.....in-this-world

.....in-which-part

.....in-which-part-
of-the

.....in-which-place

.....in-your-capacity

.....in-your-judgment

.....in-your-determina-
tion

.....in-your-opinion

.....in-your-testimony

.....I-object-to-that

.....irrelevant-
incompetent-and-
immaterial

.....irrelevant-
immaterial-and-
incompetent

.....I-said-so

.....I-said-there-was

.....isn't-it-a-fact

.....isn't-it-so

.....is-it-not-a-fact

.....is-it-not-so

.....is-it-not-true

.....is-it-true

.....I-swear

.....I-swear-that

.....it-has-not-been

.....I-think-there-was

.....I-think-there-were

HOW TO CONSTRUCT SHORTHAND PHRASES

.....I-think-they-were

.....I-went-down-stairs

.....it-is-not-so

.....I-went-upstairs

.....it-seems-to-be

.....I-went-up-there

.....it-seems-to-me

.....I-went-upon-their

.....it-was-not

.....I-went-there

.....it-wasn't

.....I-will-not-be

.....I-understood-you-to-say

.....I-will-not-say

.....I-want-to-ask

.....I-won't-say

.....I-want-to-say

.....I-would-not-be-sure

.....I-want-you-to-say

.....I-would-not-be-sure-whether

.....I-want-you-to-state

.....I-would-not-be-certain


.....I-want-you-to-state-whether


.....I-would-not-say-whether


.....I-want-you-to-state-whether-or-not


.....just-state-to-the-court


HOW TO CONSTRUCT SHORTHAND PHRASES


just-state-to-the-jury


just-state-when


just-state-when-there


just-state-when-you


knowledge-and-belief


ladies-and-gentlemen


(laughter)


leading-and-suggestive


miles-an-hour


miles-away


motion-denied


motion-granted


Mr.-Chairman


no-part-of-the


northeasterly


northerly


northwesterly


nothing-like-that


not-to-my-knowledge


X.....now-Mr.-(witness' name)


objection-sustained

objection-overruled

of-my-knowledge

offer-in-evidence

of-my-own-knowledge

of-their

HOW TO CONSTRUCT SHORTHAND PHRASES

of-my-personal-knowledge

of-your-own-knowledge

once-in-a-while

once-or-twice

one-side-of

on-the-one-hand

on-the-other-hand

on-the-other-side

on-this-day

on-this-side

plaintiff's-Exhibit-A

please-state

please-state-whether-or-not

previous-to-that-time

previous-to-the-time

previous-to-this-time

Public-Service-Commission

rate-of-speed

rate-per-ton-per-mile

reading-room

rear-room

re-cross-examination

re-direct-examination

seems-to-be

seems-to-me

she-said

HOW TO CONSTRUCT SHORTHAND PHRASES

she-said-that

so-that-you-may

she-said-to-me

southeasterly

she-says-to-me

southerly

showing-exhibit-to-the-court

southern

showing-exhibit-to-the-jury

southwesterly

since-that-time

state-to-the-court

since-the-time

state-to-the-court-and-jury

something-else

state-to-the-jury

something-like-that

sustain-the-objection

some-other

tell-him

some-other-way

tell-how-long


sooner-or-later


tell-me


so-that-you-are


tell-the-court

HOW TO CONSTRUCT SHORTHAND PHRASES


 tell-the-court-and-jury


 tell-the-jury


 tell-whether


 that-is-all


 that-is-anything


 that-is-nothing


 there-could-not-have-been


 there-should-be


 there-should-not-be


 they-did-not


 they-did-not-know-anything-about


 they-didn't


 they-do-not


 they-do-not-know-anything-about


 they-did-not-say


 they-were-not


 to-the-best-of-my-knowledge


 to-the-best-of-my-knowledge-and-belief


 United-States-of-America


 was-there-anything


 was-there-not

 was-there-not-anything

 westerly

 what-did-you-say

 what-did-you-see

 what-have-you-to-say-as-to-whether-or-not

HOW TO CONSTRUCT SHORTHAND PHRASES

... what-if-anything

... what-is-the-objection

... what-is-the-question

... what-time-of-day

... what-was-said

... what-was-there

... when-did-you-come

... when-did-you-come-there

... when-did-you-go-there

... where-have-you-been

... where-was-he

... where-was-that

... whether-you-are

... who-said-so

... who-said-that

... why-did-not

... why-didn't

... why-do-not

... why-don't

... will-you-come

... will-you-go

... will-you-swear

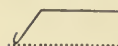
... will-you-swear-whether-or-not

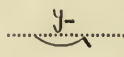
(witness-refers-to-book)


(witness-refers-to-memorandum)


(witness-refers-to-paper)


HOW TO CONSTRUCT SHORTHAND PHRASES


 work-there

 you-don't-know-anything-about

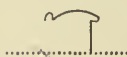
 would-you-be-willing

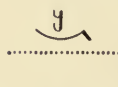
 you-may-answer

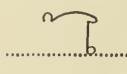
 would-you-be-willing-to-swear

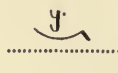
 you-mean-to-say


 yes-or-no


 you-mean-to-tell

 you-did-not-know-anything-about

 you-mean-to-tell-us

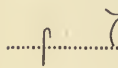
 you-didn't-know-anything-about


 your-honor

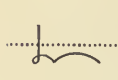
 you-do-not-know-anything-about

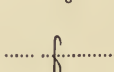
CONFLICTS


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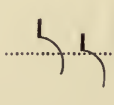
 at-all

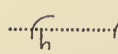
 appertain

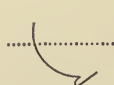
 at-the-same-time

 at-last



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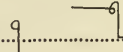

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
 altitude

 afterward



HOW TO CONSTRUCT SHORTHAND PHRASES



 available
 valuable



 extract
 extricate



 absolute
 obsolete



 foreman
 fireman

 avocation
 vocation



 favored
 favorite



 bags
 books




 from
 over



 brace
 press




 for-him
 for-me

 beside
 opposite




 gentleman
 gentlemen



 can
 can't
 cannot



 half
 few



 I-can
 I-can't
 I-cannot

 innocent
 insane



 he-can
 he-can't
 he-cannot

 inner
 near



 cost
 caused



 inevitable
 unavoidable

 day
 date

 keep
 occupy



 disturb
 distribute

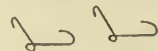

 luckily
 likely

 elaborate
 labored


 land
 island

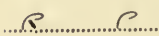

HOW TO CONSTRUCT SHORTHAND PHRASES

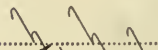
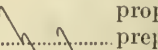
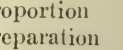
 lacerate
 ulcerate

 persecution
 prosecution

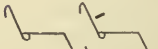
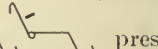
 lot
 little

 possession
 position

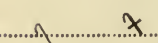

 loaned
 lent



 proportion
 preparation
 appropriation

 marked
 market

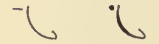

 prescription
 proscription

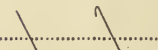

 mold
 melt

 part
 board

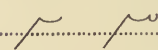

 not-necessary
 unnecessary

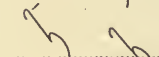

 permanent
 prominent

 often
 even

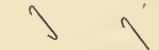

 purpose
 propose

 poor
 pure
 power



 ruined
 renewed



 proffer
 prefer


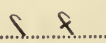

 read
 write


 principal
 upper

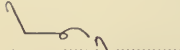

 recall
 recollect

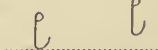

 patient
 passionate

 road
 route




 plate
 belt
 bolt




 spread
 support
 separate



 proximate
 approximate



 station
 situation




HOW TO CONSTRUCT SHORTHAND PHRASES



   steady
staid
sedate



   sat
stood
stayed



  separation
suppression



  shadow
shade

   shaft
shift
sheave


  tied
tight


  secure
screw


  through
other


  send
sent


JURY INSTRUCTION PHRASES


 believe-from-
the-evidence


 by-the-jury


 beyond-a-re-
asonable-doubt


 candor-or-lack-
of-candor


 burden-of-proof


 care-and-caution


 burden-of-
proving


 charge-the-jury


 by-the-interest

 conduct-and-de-
meanor


 by-the-evidence


 consistency-or-
inconsistency


 by-their-
appearance


 constructive-
notice


HOW TO CONSTRUCT SHORTHAND PHRASES


 contributory-negligence


 contributory-negligence-of-the-plaintiff


 court-further-instructs-the-jury


 court-instructs-the-jury


 credibility-of-the-witnesses


 credibility-of-witnesses


 degree-of-care


 degree-of-care-and-caution


 facts-and-circumstances


 fairness or-unfairness


 from-all-the-evidence


 from-the-evidence


 guilty-of-negligence


 I-charge-the-jury


 if-the-jury


 I-instruct-the-jury


 if-you-find


 in-determining-the

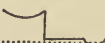
 intelligence-or-lack-of-intelligence


 intelligence-or-want-of-intelligence


 interest-or-lack-of-interest

 in-the-declaration

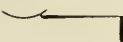
 in-the-result

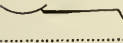
 into-account


 jury-are-instructed


 knowledge-or-lack-of-knowledge


HOW TO CONSTRUCT SHORTHAND PHRASES

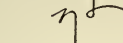
 neglect-of-the-defendant


 neglect-of-the-plaintiff


 negligence-of-the-defendant


 negligence-of-the-plaintiff

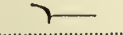
 of-their-testimony

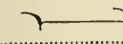
 on-the-trial

 opportunity-or-want-of-opportunity

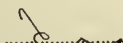
 ordinarily-prudent

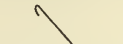
 ordinary-and-reasonable-care


 ordinary-care


 ordinary-care-and-caution

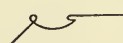
 ordinary-prudence


 personal-knowledge

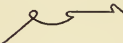
 preponderance-of-the-evidence

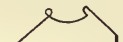
 probability-or-improbability


 reasonable-care


 reasonable-care-and-caution


 reasonable-care-and-diligence

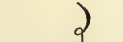
 reasonable-care-and-prudence


 reasonable-prudence


 reasonably-prudent

 reasonably-safe


 reasonableness-or-unreasonableness


 these-circumstances


 they-have-in-the


 they-have-testified


HOW TO CONSTRUCT SHORTHAND PHRASES


..........to-be-given


..........witness-stand


..........under-all-the-circumstances


..........witness'-testimony

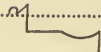
..........verdict-of-the-jury


..........you-are-further-instructed


..........weight-of-evidence

..........you-are-instructed

..........with-all-the-other-circumstances

..........you-should-take-into-consideration

..........wilfully-and-knowingly

..........your-verdict

Chapter Eighteen

WORD-SIGNS

The following are all the word-signs contained in the entire course, alphabetically arranged :

A	also	B
a	always	balance
ability	am	barrel
about	an	be
accept	and	because
acceptance	annual-ly	become
acceptation	another	been
accession	anticipate	before
accident	anticipation	began
accompany	any	begin
accomplish	anything	begun
account	anywhere	behind
accusation	appear	belong
acknowledge	appeared	better
acknowledgment	appliance	between
acquaint	applicant	beyond
acquaintance	application	brother
acquire	apprehend	build
aquisition	apprehension	built
addition	architect	but
advantage	architecture	by
advantageous	are	C
advertise	arrive-al	
advice	as	
advise	association	
affect	astonish	
affection	astonishment	
affectionate	at	
affidavit	authority	
after	average	
afternoon	award	
again	aware	
all	away	
along	awe	
already	awful	
		can
		capable
		capacity
		care
		careful-ly
		certain
		certainty
		change
		character
		charge
		cheerful-ly
		child
		children

HOW TO CONSTRUCT SHORTHAND PHRASES

christian
christianity
civilization
circumstance
circumstantial
Co.
come
commerce
commercial
common
commonly
company
compliance
comprehend
comprehension
condition
confident
confidential
consequence
consequent
consequential
consider
consideration
convenient
conversation
correct
could
country
countryman
countrymen
county
create

D

danger
dear
decree
defendant
degree
delinquent
delinquency
deliver
deliverance
delivery

democrat
denominate
denomination
describe
description
designate
designation
determination
determine
develop
development
did
differ
difference
different
difficulty
direct
direction
disadvantage
discharge
distinct
distinctive
distinguish
do
doctor
doctrine
does
dollar
downward
during

E

each
effect
efficiency
efficient
electric
electricity
elsewhere
emergency
endeavor
enough
enthusiasm
enthusiastic

entire
entirely
equal
equally
especial
esquire
essential
establish
establishment
ever
every
evidence
evident
exact
exaggerate
exaggeration
examination
exasperate
exasperation
except
exception
execute
exhibit
exhibition
expend
expenditure
expect
expectation
experience
explain
explanation
explore
express
expression
extend
extension
extent
extravagance
extravagant
eye

F

fact
familiar

HOW TO CONSTRUCT SHORTHAND PHRASES

familiarity
far
favor
favorite
feature
financial
first
footstep
for
forenoon
forward
found
foundation
fraction
frequent
frequently
from
furnish
furniture
further
future

G

general
generalization
generally
gentleman
gentlemen
give
given
go
God
good
govern
government
governor
guilt
guilty

H

had
half
handwriting
happen

happens
happiness
happy
has
have
he
hear
her
here
hereafter
heretofore
high
him
his
home
honor
hope
hour
how
however

I

identical-ly
identification
if
imagination
imagine
immaterial
immediate
immoral
immortal
importance
important
impossible
impossibility
improvement
in
indenture
independence
independent
indifferent
indispensable
individual
individuality

indulge
inexperience
infer
inference
influence
influential
information
inhabit
inhabitant
inquire
inquiry
insurance
insure
insignificance
insignificant
inst.
intellect
intellectual
intelligence
intelligent
intelligible
investigation
irregular
irregularity
is
it
itself

J

judicial
justification

K

kind
knew
know
knowledge

L

language
large
learn
legislate
legislation

HOW TO CONSTRUCT SHORTHAND PHRASES

legislature
legislative
length
lengthy
little
long
longer
lord

M

machine
machinery
majority
manner
manufacture
manufacturer
manufactory
material
matter
maximum
may
me
meanwhile
member
memorandum
memoranda
mention
merchandise
might
mighty
minimum
month
moral
morning
mortal
mortgage
mortgagee
mortgagor
movement
Mr.
Mrs.
much
my

N

natural-ly
nature
negotiate
negotiation
neither
never
nevertheless
next
no
nor
not
nothing
notwithstanding
now
nowhere
number

O

object
objection
objective
obnoxious
of
off
oh
on
only
onto
onward
opinion
opportunity
or
ordinary
organ
organization
organize
origin
original
other
ought
our
out

owe
own
owner

P

parallel
parliament
particular
party
peculiar
peculiarity
people
plaintiff
poor
possible
possibility
possibly
poverty
power
practical
practice
practise
preliminary
previous
prior
privilege
principal
principle
probable
probably
probability
production
professor
proficient
proficiency
profit
proper
property
public
publication
publish
punctual
punctuality

HOW TO CONSTRUCT SHORTHAND PHRASES

punish
punishment
pure
purpose
put

Q

quality
quotation
quite

R

railroad
rather
real
real-estate
recollect
recollection
refer
reference
regular
regularity
religion
religious
remark
remember
represent
representation
representative
republic
republican
require
respect
respectful
respectfully
respective
return
reward
roadway

S

said
same

satisfaction
satisfy
saw
send
says
secretary

see
seem
seen
separator
several
shall
she
should
signature
significanee
significant
signify
similar
similarity
singular
singularity
situate
situation

so
some
somebody
something
sometime
somewhat
somewhere
soon
special
specification
spend
spent
spoken
swear
standard
stenographer
stenographic
subject
subjection
subjective

subscribe
subscription
subsequent
substantial
substantiate
substantiation
such
sufficiency
suffieient
suggest
suggestion
suggestive
superintend
superintendence
superintendent
supporter
sure
surely
surprise
suspension

T

technical
technicality
testimony
thank
that
the
there
their
them
therefor
therefore
these
they
thing
think
this
those
thou
though
thought
thousand

HOW TO CONSTRUCT SHORTHAND PHRASES

throughout

thus

'till

time

transfer

transportation

truthful

truthfully

tuition

to

too

together

toward

two

U

unless

unquestionable

unquestionably

until

upon

us

use

use (verb)

usual

usually

U. S.

value

very

virtue

V

W

was

way

we

well

were

what

whatever

when

whenever

where

wherefore

wherever

whether

which

whichever

while

who

whoever

whole

wholly

whom

why

will

wish

with

withal

withheld

withhold

within

without

witness

word

workman

workmen

world

would

Y

yard

ye

year

yes

yet

you

your

Chapter Nineteen

PHRASE DRILL

A

able-to
about-how-far
about-how-long
about-how-many
about-how-much
about-how-soon
about-such
about-what
about-what-time
about-when
about-which-you-are
a-custom
a-day-or-so
a-day-or-two
a-few-days
a-few-days-ago
a-few-dozen
a-few-months
a-few-months-ago
a-few-years
a-few-years-ago
after-many-days
after-many-times
after-many-years
after-that-time
after-the-accident
after-this-accident
after-this-time
again-and-again
a-good-many
a-great-deal
a-great-many
a-half-dozen
all-of

all-of-the
all-our
a-mistake
am-not
a-month-or-so
a-month-or-two
and-as-the (he)
and-do-you-know-the
and-do-you-recall
and-do-you-recollect
and-do-you-think
and-do-you-think-he (the)
and-for-which-the (he)
and-has-the (he)
and-he-may-have-the (he)
and-he-must
and-he-saw-the (him)
and-he-says
and-he-shall-have-the
and-he-was
and-he-wishes
and-how-many-days
and-how-many-times
and-how-may-he
and-how-shall-the (he)
and-how-was-the (he)
and-if-you-are (recollect)
and-I-may-have-the (him)
and-in-these-cases
and-in-this-case
and-I-saw-him (the)
and-I-say
and-I-see-him (the)
and-I-shall
and-I-shall-be

HOW TO CONSTRUCT SHORTHAND PHRASES

and-I-shall-have
 and-is-the
 and-it-is-said-the
 and-it-is-the
 and-it-may-be
 and-it-was-the
 and-I-was
 and-I-will-have-the (him)
 and-I-wish
 and-I-wish-to-be
 and-several
 and-suggest
 and-they-may-have
 and-this-is-the
 and-you-may-have-the (him)
 and-you-should-have-the (him)
 and-you-will-have-the (him)
 and-you-will-see-the (him)
 answer-the-question
 any-other
 any-other-way
 anything-like-that
 any-way
 a-postal (applause)
 are-in
 are-many
 are-not
 are-there
 are-there-as-many
 are-there-many
 are-they
 are-you
 are-you-familiar-with-the
 are-you-in
 are-you-prepared
 are-you-prepared-to-state
 are-you-ready
 are-you-sure
 are-you-sure-whether
 are-you-willing
 are-you-willing-to-swear
 as-a-matter-of-course
 as-a-matter-of-fact
 as-a-matter-of-law

as-far-as
 as-far-as-I-(you)-can
 as-far-as-possible
 as-has
 as-his
 as-is
 as-it
 as-it-has-been
 as-it-is
 as-it-was
 as-long-as
 as-long-as-I-(you)-can
 as-long-as-possible
 as-many-as-possible
 as-many-as-I-(you)-can
 as-much-as
 as-much-as-I-(you)-can
 as-much-as-possible
 as-near-as
 as-near-as-I-(you)-can
 as-near-as-I-(you)-can-recall
 as-near-as-I-(you)-can-recollect
 as-near-as-I-(you)-can-remember
 a-special
 as-quick-as
 as-quick-as-I-(you)-can
 as-soon-as
 as-soon-as-I-(you)-can
 as-soon-as-possible
 as-such
 as-to-what
 as-the
 as-there-has-been
 a-subject
 as-well-as
 as-well-as-I-(you)-can
 as-you-say
 at-about-what-time
 at-all
 at-all-events
 at-all-reasonable
 at-all-risks
 at-all-such

HOW TO CONSTRUCT SHORTHAND PHRASES

at-all-the
at-all-them
at-all-this
at-all-those
at-any-rate
at-any-time
at-first
at-hand
at-his-request
at-last
at-least
at-length
at-no-time
at-once
at-or-about
at-or-near
at-that-place
at-that-time
at-their-own
at-the-time-of-the-accident
at-this-time
attorney-at-law
attorney-general
at-what-time
at-your-home
at-your-lessons
at-your-residence
a-week-or-so
a-week-or-two
a-year-or-so
a-year-or-two

B

back-room
bed-room
been-thr
before-or-after
before-that-time
before-the-time
beg-leave
believe-from-the-evidence
best-of-my-recollection
best-of-your-recollection
be-sure

be-sure-whether
be-their-own
between-that-time
beyond-a-reasonable-doubt
bill-of-complaint
bill-of-exchange
bill-of-lading
bill-of-particulars
bill-of-sale
burden-of-proof
burden-of-proving
but-not
by-all-reason
by-all-reasonable
by-all-such
by-all-the
by-all-their
by-all-they
by-all-this
by-all-those
by-all-which
by-his
by-it
by-that-time
by-that-you-mean
by-that-you-mean-to-say
by-the-evidence
by-the-interest
by-their-appearance
by-the-jury
by-their-own
by-them
by-the-time
by-the-way
by-this
by-this-time
by-this-way
by-way
by-way-of
by-which
by-which-you
by-which-you-are
by-which-you-may
by-which-you-may-have

HOW TO CONSTRUCT SHORTHAND PHRASES

by-which-you-will
by-which-you-will-have
by-you (your)
by-your-leave

C

calling-for-a-conclusion
calls-for-a-conclusion
call-your-attention
candor-or-lack-of-candor
cannot-be-sure
can-you-say
can-you-say-whether-or-not
can-you-swear
can-you-swear-to-that
can-you-swear-whether-or-not
care-and-caution
car-load
car-lot
charge-the-jury
co-defendant
collateral-security
common-carrier
common-interest
common-law
common-sense
conduct-and-demeanor
consistency-or-inconsistency
constructive-notice
contributory-negligence
contributory-negligence-of-
the-plaintiff
co-trustee
could-you-have-been
could-you-observe
could-you-say
could-you-see
could-you-tell
could-you-tell-whether
court-further-instructs-the-jury
court-instructs-the-jury
credibility-of-the-witnesses
credibility-of-witnesses
cross-examination

D

Dear-sir
defendant's-exhibit-4
degree-of-care
degree-of-care-and-caution
deny-the-motion
Department-of-State
Department-of-the-Treasury
Department-of-War
did-not
dining-room
direct-examination
does-the (he)
done-there
do-not
do-you
do-you-believe
do-you-ever
do-you-ever-have
do-you-know
do-you-know-anything
do-you-know-anything-about
do-you-know-anything-about-
the-matter
do-you-know-whether
do-you-know-whether-or-not
do-you-know-whether-thr
do-you-know-whether-there-was
do-you-mean-to-say
do-you-mean-to-say-that
do-you-mean-to-swear
do-you-mean-to-tell
do-you-mean-to-tell-the-jury
do-you-mean-to-tell-us
do-you-mean-to-testify
do-you-recall
do-you-recall-whether
do-you-recall-whether-or-not
do-you-recall-whether-or-not-thr
do-you-recall-whether-thr
do-you-recall-whether-there-was
do-you-recognize
do-you-recollect
do-you-recollect-whether

HOW TO CONSTRUCT SHORTHAND PHRASES

do-you-recollect-whether-or-not
do-you-recollect-whether-or-not-
thr

do-you-recollect-whether-thr
do-you-recollect-whether-there-
was

do-you-recommend

do-you-refer

do-you-remember

do-you-remember-when

do-you-remember-whether

do-you-remember-whether-or-not

do-you-remember-whether-thr

do-you-remember-whether-or-
not-there-was

do-you-represent-the (him)

do-you-require

do-you-say

do-you-say-so

do-you-see

do-you-swear

do-you-swear-to-that

do-you-think

do-you-think-there-is

do-you-think-so

do-you-think-you-can

do-you-want-the-jury-to-
understand

do-you-want-to-swear

do-you-want-to-tell-us

do-you-want-us-to-understand

duces-tecum

during-all

during-all-the

during-all-the-time

during-all-this-time

during-the

during-the-day

during-the-time

during-this

during-this-day

during-this-time

E

entered-into

ever-since

every-one

every-other-one

F

facts-and-circumstances

fairness-or-unfairness

f. o. b.

for-all-days

for-all-such

for-all-the

for-all-they

for-all-they-say

for-all-this

for-all-time

for-all-you

for-all-you-know

for-all-you-may

for-all-you-may-know

for-all-you-say

for-example

for-how-many

for-how-many-days

for-how-many-times

for-how-many-years

for-illustration

for-instance

for-it

for-it-may

for-it-may-be

for-it-may-have

for-it-must

for-it-must-be

for-it-must-have

for-our

for-some-reason

for-some-reason-or-other

for-such

for-such-is

for-such-may

for-such-you

for-such-you-may

for-such-you-may-be

for-such-you-may-have

for-such-you-will

HOW TO CONSTRUCT SHORTHAND PHRASES

for-such-you-will-be
for-such-you-will-have
for-that-time
for-their-own
for-them
for-there-is
for-the-purpose
for-they
for-they-may
for-they-may-be
for-they-may-have
for-which
for-which-may
for-which-they-will
for-which-you-are
for-which-you-may-be
for-which-you-must
for-which-you-will
for-which-you-will-be
for-which-you-will-have
for-you-are
for-you-have
for-you-have-it
for-you-have-this
for-you-know
for-you-may
for-you-may-be
for-you-may-have
for-you-must
for-you-shall
for-you-will
for-you-will-be
for-you-will-have
for-you-will-never-be
for-you-will-soon
for-you-will-soon-be
for-you-will-soon-have
from-all
from-all-the
from-all-the-evidence
from-all-these
from-all-this
from-all-those
from-all-those-cases

from-all-you
from-all-you-make
from-all-you-may
from-me
from-my
from-my-best-recollection
from-my-office
from-my-recollection
from-our
from-the-evidence
from-their-own
from-them
from-this
from-this-day
from-this-time
from-your-memoranda
from-your-memorandum
from-your-memory
from-your-recollection
front-room
further-than

G

gentlemen-of-the-jury
give-your-best-recollection
guilty-of-negligence

H

habeas-corpus
had-not
had-there-been
(handing-book-to-the-court)
(handing-book-to-witness)
(handing-paper-to-the-court)
(handing-paper-to-witness)
has-also-been
has-always-been
has-it
have-also-been
have-always-been
have-been
have-not
have-thr
have-their-own

HOW TO CONSTRUCT SHORTHAND PHRASES

have-them	he-says-so
have-you	he-shall
have-you-this	he-shall-be
he-did-not-know-anything-about	he-shall-have
he-does	he-should-be
he-does-not	he-should-do-so
he-does-not-know-anything-	he-should-have
about	he-should-have-many
he-had	he-should-have-seen
he-had-not	he-should-have-the (him)
he-has	he-should-have-them
he-has-not	he-should-know-the (him)
he-has-the	he-should-never
he-hopes	he-should-never-be
he-is	he-should-now
he-is-not	he-should-say
he-is-the	he-should-see-him
he-may	he-should-think
he-may-have	he-thinks
he-may-never	he-thinks-it-is
he-may-never-be	he-told-me
he-may-not	he-took
he-may-not-be	he-was
he-may-recall	he-was-in-the
he-may-remember	he-was-not
he-must	he-wasn't
he-must-also	he-went
he-must-also-be	he-went-there
he-must-always	he-will
he-must-always-be	he-will-be-away
he-must-ask-you	he-will-be-pleased
he-must-be	he-will-be-very-pleased
he-must-have	he-will-be-with
he-must-never	he-will-be-with-you
he-must-recall	he-will-never
he-must-recollect	he-will-never-be
he-must-remember	he-will-never-have
he-must-say	he-will-not
he-must-take	he-will-not-be
he-must-take-the (him)	he-will-probably
he-remained	he-will-recall
he-said	he-will-remember
he-said-so	house-of-commons
he-says	house-of-representatives

HOW TO CONSTRUCT SHORTHAND PHRASES

house-of-representatives-of-the-
 United-States
 how-does
 how-do-you
 how-has
 how-have
 how-is
 how-is-he
 how-long
 how-long-did-it-take
 how-long-have-you-been
 how-long-have-you-known
 how-long-will-you
 how-many
 how-many-days
 how-many-times
 how-may
 how-may-you
 how-much
 how-much-is-the (he)
 how-should-it
 how-should-they
 how-should-you
 how-should-you-be
 how-should-you-do
 how-should-you-have
 how-should-you-know
 how-should-you-see
 how-soon
 how-soon-after
 how-soon-after-the-accident
 how-was-he
 how-will
 hypothetical-question

I

I-am
 I-am-conseious
 I-am-glad-to-know
 I-am-in-receipt
 I-am-in-receipt-of-their
 I-am-in-receipt-of-this
 I-am-in-receipt-of-your
 I-am-in-receipt-of-your-favor

I-am-in-receipt-of-your-letter
 I-am-living-there
 I-am-not
 I-am-not-saying
 I-am-not-sure
 I-am-not-sure-whether
 I-am-pleased
 I-am-very-pleased
 I-ask
 I-ask-you
 I-ask-you-if-there-is
 I-ask-you-if-you-know-whether
 I-ask-you-to-say
 I-ask-you-to-say-whether
 I-ask-you-to-say-whether-or-not
 I-ask-you-to-say-whether-thr
 I-ask-you-to-say-whether-there-
 is
 I-ask-yon-to-say-whether-there-
 was
 I-ask-you-to-state
 I-ask-you-to-state-whether
 I-ask-you-to-state-whether-or-
 not
 I-ask-you-to-state-whether-or-
 not-there-was
 I-came-there
 I-cannot remember
 I-cannot-remember-whether-or-
 not
 I-cannot-say-whether
 I-cannot-say-whether-or-not
 I-cannot-tell
 I-cannot-tell-whether-or-not
 I-charge-the-jury
 I-could-not-say-whether-or-not
 I-could-not-tell
 I-could-not-tell-whether-or-not
 I-did-not-know-anything-about
 I-did-not-know-anything-about-
 the-matter
 I-did-not-remember-whether
 I-did-not-remember-whether-
 or-not

HOW TO CONSTRUCT SHORTHAND PHRASES

I-do	if-you-ever-have
I-do-not	if-you-find
I-do-not-know-anything-about	if-you-have
I-do-not-know-anything-about-the-matter	if-you-know
I-do-not-remember-whether	if-you-know-whether
I-do-not-remember-whether-or-not	if-you-know-whether-or-not
I-do-not-remember-whether-or-not-there-was	if-you-know-whether-there-was
I-do-not-think-there-is	if-you-may
I-do-this	if-you-may-be
if-all	if-you-may-have
if-all-such	if-you-must
if-all-such-cases	if-you-recall
if-all-the	if-you-recall-whether-or-not
if-all-they	if-you-recollect
if-all-they-say	if-you-recollect-whether-or-not
if-all-this	if-you-remember
if-all-this-is	if-you-remember-whether-or-not
if-all-those	if-your-honor-please
if-all-we-had	if-you-say
if-all-we-have	if-you-think
if-all-were	if-you-will
if-all-were-the	if-you-will-be
if-all-which	if-you-will-have
if-it	if-you-will-soon
if-possible	if-you-will-soon-be
if-such	if-you-will-soon-have
if-such-is	if-you-wish
if-such-may	if-your-life
if-such-may-be	I-had
if-such-must	I-had-not
if-the-court-please	I-have
if-the-jury	I-have-been
if-there-is	I-have-been-in
if-they	I-have-been-in-the
if-they-may	I-have-knowledge
if-they-may-be	I-have-known
if-they-must	I-have-known-him (the)
if-they-must-be	I-have-never
if-you	I-have-no-doubt
if-you-are	I-have-not
if-you-ever	I-have-nothing
	I-hope
	I-hope-you-may-be
	I-hope-you-will-be

HOW TO CONSTRUCT SHORTHAND PHRASES

I-instruct-the-jury	in-all-they
I-know	in-all-this
I-may	in-all-those
I-may-have	in-all-those-cases
I-may-have-been	in-all-we
I-may-have-been-there	in-all-we-do
I-may-have-them	in-all-we-have
I-may-have-this	in-all-we-think
I-may-have-you	in-all-your-days
I-may-never	in-all-your-doings
I-may-never-be	in-all-your-sayings
I-may-not	in-all-your-talk (you-take)
I-may-not-be	in-any-case
I-may-recall	in-any-event
I-may-remember	in-any-other-business
immaterial, incompetent and ir- relevant	in-any-way
immaterial, irrelevant and in- competent	incompetent, immaterial and ir- relevant
I-must	incompetent, irrelevant and im- material
I-must-also	in-connection-with
I-must-also-be	in-connection-with-the
I-must-always	in-connection-with-their
I-must-always-be	in-connection-with-the-other
I-must-ask-him (the)	in-connection-with-this
I-must-be	in-consideration
I-must-have	in-determining-the
I-must-never	in-his-judgment
I-must-never-be	in-his-letter
I-must-recall	in-his-life
I-must-say	in-his-love
I-must-take	in-his-manner
I-must-take-you	in-his-position
in-accordance-with	in-his-publication
in-accordance-with-the	in-his-room
in-accordance-with-their	in-his-testimony
in-accordance-with-this	in-his-way
in-a-general-way	in-it
in-all	in-my-judgment
in-all-his	in-no-other-business
in-all-it	in-order-that
in-all-such-cases	in-order-to
in-all-the	in-other-ways
in-all-these	in-other-words
in-all-these-cases	

HOW TO CONSTRUCT SHORTHAND PHRASES

in-our
in-our-day
in-our-own
in-our-time
in-our-work
I-now
in-receipt
in-receipt-of-this
in-receipt-of-your
in-receipt-of-your-favor
in-receipt-of-your-letter
in-reference
in-reference-to-that
in-reference-to-them
in-reference-to-this
in-regard-to-that
in-regard-to-the-matter
in-regard-to-this
in-relation
in-reply
in-reply-to-their
in-reply-to-them
in-reply-to-your
in-reply-to-your-favor
in-reply-to-your-letter
in-respect
in-respect-to-that
in-respect-to-their
in-respect-to-them
in-respect-to-you (your)
in-respect-to-your-favor
in-respect-to-your-letter
in-return
in-session
inside-of-the
in-some
in-some-cases
in-some-instances
in-some-manner
in-some-places
in-some-respects
in-some-way
in-some-way-or-other
in-such-way

in-sympathy-with-the (him)
intelligence-or-lack-of-intelligence
intelligence-or-want-of-intelligence
interest-or-lack-of-interest
Interstate-Commerce-Commission
in-the-afternoon
in-the-comparison
in-the-committee
in-the-declaration
in-the-early-part-of
in-the-evening
in-the-first-place
in-the-forenoon
in-the-habit
in-their-own
in-the-latter-part-of
in-them
in-the-many
in-the-morning
in-the-result
in-the-second-place
in-the-way
in-the-world
in-this
in-this-manner
in-this-representation
in-this-respect
in-this-way
in-this-world
into-consideration
in-the
into-account
in-which
in-which-part
in-which-part-of-the
in-which-place
in-which-they-will
in-which-way
in-which-you
in-which-you-are
in-which-you-may

HOW TO CONSTRUCT SHORTHAND PHRASES

in-which-you-will	I-should-have-this
in-which-you-will-be	I-should-hope-you
in-which-you-will-have	I-should-judge
in-writing	I-should-know-the (him)
in-your-absence	I-should-never
in-your-business	I-should-never-be
in-your-capacity	I-should-never-have
in-your-day	I-should-say-so
in-your-desire	I-should-see-him (the)
in-your-determination	I-should-think-it-is
in-your-judgment	I-should-think-it-was
in-your-office	I-should-think-so
in-your-opinion	I-should-think-this
in-your-publication	I-should-think-this-is
in-your-shop	I-should-think-you-may
in-your-talk	I-would-think-you-will
in-your-testimony	I-would-think-you-would (were)
in-your-time	I-swear
I-object-to-that	I-swear-that
irrelevant-incompetent-and-im-	it-cannot
material	it-cannot-be
irrelevant-immaterial-and-in-	it-cannot-be-necessary
competent	it-cannot-be-necessary-for
I-said-so	it-cannot-be-necessary-for-the
I-said-there-was	(him)
is-as	it-cannot-be-necessary-for-them
is-his	it-cannot-be-necessary-for-us
is-it	it-cannot-be-necessary-for-you
is-it-not-a-fact	I-thank-you
is-it-not-true	it-has
is-it-true	it-has-not-been
isn't-it-a-fact	it-has-not-been-necessary
isn't-it-so	I-think
is-thr	I-think-it-is
is-there-anything	I-think-so
I-shall	I-think-there-was
I-shall-be	I-think-there-were
I-shall-have	I-think-they
I-should-be	I-think-this
I-should-do	I-think-you-are
I-should-do-this	I-think-you-may-have
I-should-have-many	I-think-you-will-have
I-should-have-them	I-think-you-were (would)
I-should-have-them-with-you	it-is
	it-is-as

HOW TO CONSTRUCT SHORTHAND PHRASES

it-is-his	it-must-also
it-is-my-recollection	it-must-also-be
it-is-not	it-must-always
it-is-nothing	it-must-always-be
it-is-not-a-fact	it-must-be
it-is-not-so	it-must-have
it-is-their	it-must-never
it-is-the-only	it-must-never-be
it-is-the-only-thing	it-ought-to-have
it-is-the-only-way	it-ought-to-have-been
it-is-the-way	it-ought-to-have-been-in
it-is-your-recollection	it-ought-to-have-been-necessary
it-may	it-ought-to-have-been-neces- sary-for
it-may-be	it-ought-to-have-been-neces- sary-for-me
it-may-become-necessary	it-ought-to-have-been-neces- sary-for-the (him)
it-may-become-necessary-for	it-ought-to-have-been-neces- sary-for-them
it-may-become-necessary-for- the (him)	it-ought-to-have-been-neces- sary-for-this
it-may-become-necessary-for- them	it-ought-to-have-been-neces- sary-for-those
it-may-become-necessary-for-us	it-ought-to-have-been-neces- sary-for-us
it-may-become-necessary-for- you	it-ought-to-have-been-neces- sary-for-you
it-may-be-necessary	it-ought-to-have-been-neces- sary-in-the
it-may-be-necessary-for	it-ought-to-have-been-neces- sary-in-this
it-may-be-necessary-for-me	it-ought-to-have-been-thr
it-may-be-necessary-for-the (him)	it-ought-to-have-given
it-may-be-necessary-for-them	it-ought-to-have-no
it-may-be-necessary-for-us	it-ought-to-have-none
it-may-be-necessary-for-you	it-ought-to-have-nothing
it-may-have	it-ought-to-have-the
it-may-not	it-seems-to-be
it-may-not-be	it-seems-to-me
it-may-not-be-necessary	it-was
it-may-not-be-necessary-for	it-was-necessary
it-may-not-be-necessary-for-the	it-was-necessary-for
it-may-not-be-necessary-for- them	it-was-necessary-for-me
it-may-not-become-necessary- for-us	
it-may-not-be-necessary-for- you	
it-must	

HOW TO CONSTRUCT SHORTHAND PHRASES

it-was-necessary-for-the (him)	it-will-soon
it-was-necessary-for-them	it-will-soon-be
it-was-necessary-for-us	it-will-soon-be-necessary
it-was-necessary-for-you	it-will-soon-be-necessary-for
it-was-not	it-will-soon-be-necessary-for-me
it-wasn't	it-will-soon-be-necessary-for-the (him)
it-was-something	it-will-soon-be-necessary-for-them
it-will	it-will-soon-be-necessary-for-us
it-will-also	it-will-soon-be-necessary-for-you
it-will-also-be-said	it-would-have
it-will-also-be-seen	it-would-have-been
it-will-always	it-would-have-been-in
it-will-always-be	it-would-have-been-known
it-will-always-be-said	it-would-have-been-necessary
it-will-always-be-seen	it-would-have-been-necessary-for
it-will-be	it-would-have-been-necessary-for-me
it-will-become	it-would-have-been-necessary-for-the (him)
it-will-be-necessary	it-would-have-been-necessary-for-them
it-will-be-necessary-for	it-would-have-been-necessary-for-this
it-will-be-necessary-for-me	it-would-have-been-necessary-for-us
it-will-be-necessary-for-the (him)	it-would-have-been-necessary-for-you
it-will-be-necessary-for-them	it-would-have-been-necessary-in-the
it-will-be-necessary-for-us	it-would-have-been-necessary-in-this
it-will-be-necessary-for-you	it-would-have-been-thr
it-will-be-said	it-would-have-none
it-will-be-seen	it-would-have-nothing
it-will-be-some	it-would-have-the
it-will-be-soon	I-understood-you-to-say
it-will-be-such	I-want-to-ask
it-will-be-the	
it-will-make	
it-will-not	
it-will-not-be	
it-will-not-be-necessary	
it-will-not-be-necessary-for	
it-will-not-be-necessary-for-the (him)	
it-will-not-be-necessary-for-them	
it-will-not-be-necessary-for-us	
it-will-not-be-necessary-for-you	
it-will-only	
it-will-only-be	

HOW TO CONSTRUCT SHORTHAND PHRASES

I-want-to-say
 I-want-you-to-say
 I-want-you-to-state
 I-want-you-to-state-whether
 I-want-you-to-state-whether-
 or-not
 I-was
 I-was-not
 I-wasn't
 I-went-downstairs
 I-went-upstairs
 I-went-up-there
 I-went-upon-their
 I-went-there
 I-will
 I-will-ask
 I-will-ask-you
 I-will-ask-you-if-there-is
 I-will-ask-you-if-you-know-
 whether
 I-will-ask-you-to-say
 I-will-ask-you-to-say-whether
 I-will-ask-you-to-say-whether-
 or-not
 I-will-ask-you-to-say-whether-
 or-not-there-is
 I-will-ask-you-to-say-whether-
 or-not-there-was
 I-will-ask-you-to-say-whether-
 thr
 I-will-ask-you-to-say-whether-
 there-is
 I-will-ask-you-to-say-whether-
 there-was
 I-will-ask-you-to-state-whether
 I-will-ask-you-to-state-whether-
 or-not
 I-will-ask-you-to-state-whether-
 or-not-thr
 I-will-ask-you-to-state-whether-
 or-not-there-was
 I-will-be-pleased
 I-will-be-very-pleased
 I-will-be-with-you

I-will-do-this
 I-will-never
 I-will-never-be
 I-will-not
 I-will-not-be
 I-will-not-say
 I-will-not-say-whether-or-not
 I-will-probably
 I-will-recall
 I-will-remember
 I-wish
 I-won't-say
 I-use
 I-would-like
 I-would-like-for-you
 I-would-like-to-ask
 I-would-like-to-ask-whether
 I-would-like-to-ask-whether-
 or-not
 I-would-like-to-ask-whether-
 thr
 I-would-like-to-ask-whether-
 there-is
 I-would-like-to-ask-whether-
 there-was
 I-would-like-to-have
 I-would-like-to-inquire
 I-would-like-to-inquire-whether
 I-would-like-to-inquire-
 whether-or-not
 I-would-like-to-inquire-
 whether-thr
 I-would-like-to-inquire-
 whether-there-is
 I-would-like-to-inquire-
 whether-there-was
 I-would-like-to-know
 I-would-like-to-know-whether
 I-would-like-to-know-whether-
 or-not
 I-would-like-to-know-whether-
 thr
 I-would-like-to-know-whether-
 there-is

HOW TO CONSTRUCT SHORTHAND PHRASES

I-would-like-to-know-whether-
there-was

I-would-like-to-say

I-would-like-you

I-would-like-you-to-say

I-would-like-you-to-say-
whether

I-would-like-you-to-say-
whether-or-not

I-would-like-you-to-say-
whether-thr

I-would-like-you-to-say-
whether-there-is

I-would-like-you-to-say-
whether-there-was

I-would-like-you-to-state

I-would-like-you-to-state-
whether

I-would-like-you-to-state-
whether-or-not

I-would-like-you-to-state-
whether-or-not-there-was

I-would-like-you-to-state-
whether-thr

I-would-like-you-to-state-
whether-there-is

I-would-like-you-to-state-
whether-there-was

I-would-not-be-certain

I-would-not-be-sure

I-would-not-be-sure-whether

I-would-not-say-whether

J

jury-are-instructed

just-state-when-you

just-as-far-as

just-as-quick-as

just-as-soon-as

K

knowledge-and-belief

knowledge-or-lack-of-
knowledge

know-thr

know-there-is

know-whether

know-whether-or-not

know-whether-thr

know-whether-there-is

know-whether-there-was

L

ladies-and-gentlemen

last-month

last-session

leading-and-suggestive

M

may-be

may-have-been

may-have-been-thr

may-it-please-the-court

may-not

miles-an-hour

miles-away

more-than

more-than-once

more-than-one

more-than-the

more-than-this

motion-denied

motion-granted

Mr.-Chairman

my-best-recollection

my-dear-sir

my-recollection

N

neglect-of-the-defendant

neglect-of-the-plaintiff

negligence-of-the-defendant

negligence-of-the-plaintiff

HOW TO CONSTRUCT SHORTHAND PHRASES

next-month
next-session
no-more-than
no-more-than-once
no-more-than-one
no-other
no-part-of-the
nothing-like-that
not-to-my-knowledge
notwithstanding-the-fact
no-way
now, Mr.- (name-of-witness)

O

objection-over-ruled
objection-sustained
of-all
of-all-of-the
of-all-the
of-all-this
of-all-those
of-all-which
offer-in-evidence
of-it
of-my-knowledge
of-my-own-knowledge
of-my-personal-knowledge
of-our
of-their
of-their-own
of-their-testimony
of-this-way
of-this-work
of-your-own-knowledge
once-in-a-while
once-or-twice
one-side-of-the
one-thing-or-another
one-way-or-another
one-way-or-the-other
on-or-about
on-or-before
on-our

on-the-contrary
on-the-one-hand
on-the-other-hand
on-the-other-side
on-the-trial
on-this-day
on-this-side
opportunity-or-want-of-oppor-
tunity
ordinarily-prudent
ordinary-and-reasonable-care
ordinary-care
ordinary-care-and-caution
ordinary-prudence
or-not
other-than
other-than-the
other-than-this
ought-not
outside-of-the
over-all
over-all-the
over-all-them

P

party-of-the-first-part
party-of-the-second-part
personal-knowledge
plaintiff's-exhibit-A
plans-and-specifications
please-state
please-state-whether
please-state-whether-or-not
Postmaster-General
preponderance-of-the-evidence
President-of-the-United-States
previous-to-that-time
previous-to-the-time
previous-to-this-time
prior-to-the-day
prior-to-the-time
prior-to-this
prior-to-this-day

HOW TO CONSTRUCT SHORTHAND PHRASES

prior-to-this-time
 prior-to-your (you)
 prior-to-your-coming
 prior-to-your-going
 prior-to-your-having
 prior-to-your-saying
 prior-to-your-seeing
 probability-or-improbability
 promissory-note
 Public-Service-Commission

R

rate-of-interest
 rate-of-speed
 rate-per-ton-per-mile
 rather-than
 reading-room
 rear-room
 reasonable-care
 reasonable-care-and-caution
 reasonable-care-and-diligence
 reasonable-care-and-prudence
 reasonableness-or-unreason-
 ableness
 reasonable-prudence
 reasonably-prudent
 reasonably-safe
 recall-whether
 recall-whether-or-not
 recall-whether-or-not-thr
 recall-whether-there-was
 recollect-whether
 recollect-whether-or-not
 recollect-whether-or-not-thr
 recollect-whether-thr
 recollect-whether-there-was
 re-cross-examination
 re-direct-examination
 refresh-your-memory
 refresh-your-recollection
 remember-whether
 remember-whether-or-not
 remember-whether-thr

respectfully-yours
 right-away
 right-of-way
 rules-and-regulations

S

say-there-is
 Secretary-of-Agriculture
 Secretary-of-Commerce
 Secretary-of-Labor
 Secretary-of-State
 Secretary-of-the-Interior
 Secretary-of-the-Navy
 Secretary-of-the-Treasury
 Secretary-of-War
 seems-to-be
 seems-to-me
 see-there-is
 Senate-of-the-United-States
 several-days
 several-days-ago
 several-months
 several-months-ago
 several-years
 several-years-ago
 she-may-never
 she-may-never-be
 she-must-also
 she-must-also-be
 she-must-always
 she-must-always-be
 she-must-be
 she-must-have
 she-must-never
 she-must-never-be
 she-must-never-have
 she-said
 she-said-that
 she-said-to-me
 she-says-to-me
 (showing-exhibit-to-the-court)
 (showing-exhibit-to-the-jury)
 sincerely-yours

HOW TO CONSTRUCT SHORTHAND PHRASES

since-that-time
since-the-time
somehow-or-other
some-one
some-other-way
something-else
something-like-that
something-or-other
some-way
some-way-or-other
somewhere-or-other
sooner-or-later
so-that-you-are
so-that-you-may
State-Department
state-to-the-court
state-to-the-court-and-jury
state-whether
state-whether-or-not
state-whether-or-not-thr
state-whether-or-not-there-was
state-whether-there-was
state-whether-thr
studying-thr
such-are-the
such-will
such-will-be
such-will-make
such-will-receive
such-will-require
sustain-the-objection

T

take-into-consideration
tell-him
tell-how-long
tell-me
tell-the-court
tell-the-court-and-jury
tell-whether
tell-whether-or-not
that-is-all
that-is-anything

that-is-nothing
the-other
the-other-day
the-other-way
then-and-there
there-could-not-have-been
there-should-be
there-should-not-be
there-will-be
there-will-be-some
there-will-be-something
there-are-some
these-circumstances
these-may
these-may-be
they-are
they-are-all
they-are-all-the
they-are-in-the
they-are-now
they-are-the
they-did-not
they-did-not-know-anything-
about
they-didn't
they-did-not-say
they-do-not
they-do-not-know-anything-
about
they-do-not-say
they-have
they-have-been
they-have-been-in
they-have-been-in-the
they-have-been-thr
they-have-given
they-have-in-the
they-have-knowledge
they-have-never
they-have-never-been
they-have-no
they-have-testified
they-have-the
they-must

HOW TO CONSTRUCT SHORTHAND PHRASES

they-must-also
 they-must-also-be
 they-must-always
 they-must-always-be
 they-must-be
 they-must-have
 they-must-never
 they-must-never-be
 they-ought-to-have
 they-ought-to-have-been
 they-ought-to-have-been-in
 they-ought-to-have-been-known
 they-ought-to-have-been-thr
 they-ought-to-have-none
 they-ought-to-have-nothing
 they-ought-to-have-the
 they-were
 they-were-not
 they-were-thr
 they-were-with-us
 they-were-with-you
 they-will
 they-will-make
 they-will-not
 they-will-not-say
 they-will-remember
 they-will-require
 they-will-soon
 they-will-soon-be
 they-would-have
 they-would-have-been
 they-would-have-been-in-the
 they-would-have-been-thr
 they-would-have-knowledge
 they-would-have-known
 they-would-have-no
 they-would-have-nothing
 they-would-have-the
 they-would-not-say
 think-there-is
 this-is-the-only
 this-is-the-only-thing
 this-is-the-only-way
 this-month

this-session
 though-thr
 though-there-is
 to-a-great-extent
 to-all
 to-all-the
 to-all-them
 to-all-this
 to-be
 to-be-given
 to-have-been
 to-have-been-thr
 to-have-the
 to-my-best-recollection
 to-my-recollection
 to-our
 to-some-extent
 to-the-best-of-my-knowledge
 to-the-best-of-my-knowledge-
 and-belief
 to-the-best-of-my-recollection
 to-the-best-of-your-recollection
 to-this-extent
 to-what
 to-your-best-recollection
 to-your-recollection
 Treasury-Department
 Truly-yours

U

under-all-the-circumstances
 under-the-circumstances
 United-States-of-America
 unless-the
 unless-they
 unless-they-do
 unless-they-may
 unless-they-must
 unless-they-say
 unless-this
 unless-you-do
 unless-you-have
 unless-you-say

HOW TO CONSTRUCT SHORTHAND PHRASES

V

verdict-of-the-jury
very-respectfully-yours
Vice-President
Vice-President-of-the-United-
States

W

was-it
was-not
wasn't
was-thr
was-their-own
was-there-anything
was-there-not
was-there-not-anything
we-also
we-always
we-are
we-are-conscious
we-are-for-the (him)
we-are-glad-to-know
we-are-in-receipt
we-are-in-receipt-of-their
we-are-in-receipt-of-this
we-are-in-receipt-of-your
we-are-in-receipt-of-your-favor
we-are-in-receipt-of-your-letter
we-are-in-the
we-are-inquiring
we-are-not
we-are-now
we-are-pleased
we-are-very-pleased
we-hope-you-may
we-hope-you-may-be
we-hope-you-were
we-hope-you-will-be
weight-of-evidence
we-may-also
we-may-also-be

we-may-always
we-may-always-be
we-may-have-many
we-may-have-the (him)
we-may-have-them
we-may-have-this
we-may-not
we-must
we-must-also
we-must-also-be
we-must-always
we-must-always-be
we-must-ask
we-must-be
we-must-have
we-must-see
we-must-take-the
we-referred
were-also
were-always
were-it
were-not
were-referred
were-thr
were-this-the
were-we-at-the
were-we-there
were-we-to-be
were-we-with-the (him)
were-we-with-them
were-you-at-the
were-you-in-the
were-you-there
were-you-with-the (him)
were-you-with-them
we-shall
we-shall-be
we-shall-have
we-think-it-is
we-think-so
we-think-the (he)
we-were-at-the
we-were-going-thr
we-were-having-thr

HOW TO CONSTRUCT SHORTHAND PHRASES

we-were-staying-thr
we-were-thr
we-were-with-the (him)
we-were-with-them
we-were-with-this
we-will
we-will-be
we-will-be-with (away)
we-will-be-with-them
we-will-be-with-this
we-will-be-with-you
we-will-do
we-will-do-away
we-will-have-many
we-will-have-the
we-will-have-them
we-will-have-this
we-will-have-you
we-will-not
we-would-be
we-would-have-the
what-did-you-say
what-did-you-see
what-do-you
what-do-you-know
what-do-you-say
what-do-you-see
what-do-you-think
what-for
what-have-you
what-have-you-to-say-as-to-
 whether-or-not
what-if-anything
what-if-you
what-if-you-were
what-is-the
what-is-the-matter
what-is-the-matter-with-you
what-is-thr
what-is-the-objection
what-is-the-question
what-was-said
what-was-the
what-was-there

what-was-this
what-were-the (he)
what-were-we-doing
what-were-we-doing-thr
what-were-you-doing
what-were-you-doing-thr
what-were-you-saying
what-would-have-been
what-would-it
what-would-we-do
what-would-you-have
what-you-have
when-and-where
when-did
when-did-you
when-did-you-come
when-did-you-do
when-did-you-do-that
when-did-you-do-the
when-did-you-do-this
when-did-you-go
when-did-you-go-there
when-did-you-go-with-the (him)
when-did-you-go-with-them
when-did-you-go-with-their
when-did-you-have
when-did-you-have-their
when-did-you-have-them
when-did-you-have-this
when-did-you-next
when-did-you-see
when-did-you-see-the (him)
when-did-you-see-them
when-do
when-do-you
when-do-you-do
when-do-you-do-that
when-do-you-do-this
when-do-you-go
when-do-you-go-with-the (him)
when-do-you-go-with-them
when-do-you-have
when-do-you-have-them
when-do-you-have-this

HOW TO CONSTRUCT SHORTHAND PHRASES

when-do-you-next
when-do-you-see
when-do-you-see-the (him)
when-do-you-see-them
when-had
when-had-you
when-had-you-been
when-had-you-been-there
when-is-the
when-they-were
when-this
when-was-the
when-we-are
when-we-had
when-we-have
when-would
when-would-you
when-would-you-go
when-would-you-go-with-the
 (him)
when-would-you-go-with-their
when-would-you-go-with-them
when-would-you-do
when-would-you-do-that
when-would-you-do-this
when-would-you-have
when-would-you-have-their
when-would-you-have-them
when-would-you-next
when-would-you-see
when-would-you-see-the (him)
when-would-you-see-them
when-you-can
when-you-can-be
when-you-can-do
when-you-can-do-so
when-you-have
when-you-have-been
when-you-say
when-you-were-at-the
where-did
where-did-you
where-did-you-do
where-did-you-do-that

where-did-you-do-this
where-did-you-go
where-did-you-go-with-him (the)
where-did-you-go-with-thr
where-did-you-go-with-them
where-did-you-have
where-did-you-have-their
where-did-you-have-them
where-did-you-have-this
where-did-you-live
where-did-you-next
where-did-you-reside
where-did-you-see
where-did-you-see-the (him)
where-did-you-see-them
where-do
where-do-you
where-do-you-do
where-do-you-do-that
where-do-you-do-this
where-do-you-go
where-do-you-go-with-the (him)
where-do-you-go-with-their
where-do-you-go-with-them
where-do-you-have
where-do-you-have-their
where-do-you-have-them
where-do-you-have-this
where-do-you-live
where-do-you-next
where-do-you-reside
where-do-you-see
where-do-you-see-the (him)
where-do-you-see-them
where-had
where-had-you
where-had-you-been
where-have-the
where-have-you
where-have-you-been
where-is-the
where-it-is
where-it-was
wherever-the

HOW TO CONSTRUCT SHORTHAND PHRASES

where-was-he
 where-was-that
 where-would
 where-would-you
 where-would-you-do
 where-would-you-do-that
 where-would-you-do-this
 where-would-you-go
 where-would-you-go-with-the
 (him)
 where-would-you-go-with-their
 where-would-you-go-with-them
 where-would-you-have
 where-would-you-have-their
 where-would-you-have-them
 where-would-you-have-this
 where-would-you-next
 where-would-you-see
 where-would-you-see-the (him)
 where-would-you-see-them
 where-you-can
 where-you-can-be
 where-you-can-do
 where-you-can-do-so
 whether-you-are
 which-are
 which-are-in
 which-are-not
 which-are-now
 which-are-the
 which-cannot
 which-cannot-be
 which-cannot-be-necessary
 which-cannot-be-necessary-for
 which-cannot-be-necessary-for-the
 which-cannot-be-necessary-for-them
 which-cannot-be-necessary-for-us
 which-cannot-be-necessary-for-you
 which-have
 which-have-been

which-have-been-in
 which-have-been-known
 which-have-been-there
 which-have-nothing
 which-have-the
 which-is-the-only
 which-is-the-only-thing
 which-is-the-only-way
 which-may-be
 which-may-be-necessary
 which-may-be-necessary-for
 which-may-be-necessary-for-me
 which-may-be-necessary-for-the (him)
 which-may-be-necessary-for-them
 which-may-be-necessary-for-us
 which-may-be-necessary-for-you
 which-may-not
 which-may-not-be
 which-may-not-be-necessary
 which-may-not-be-necessary-for
 which-may-not-be-necessary-for-the
 which-may-not-be-necessary-for-them
 which-may-not-be-necessary-for-us
 which-may-not-be-necessary-for-you
 which-ought-to-have-been
 which-ought-to-have-been-in
 which-ought-to-have-been-necessary
 which-ought-to-have-been-necessary-for-me
 which-ought-to-have-been-necessary-for-the
 which-ought-to-have-been-necessary-for-them
 which-ought-to-have-been-necessary-for-this
 which-ought-to-have-been-necessary-for-those

HOW TO CONSTRUCT SHORTHAND PHRASES

which-ought-to-have-been-
 necessary-for-us
 which-ought-to-have-been-
 necessary-for-you
 which-ought-to-have-been-
 necessary-in-this
 which-ought-to-have-been-there
 which-ought-to-have-given
 which-ought-to-have-never
 which-ought-to-have-no
 which-ought-to-have-none
 which-ought-to-have-nothing
 which-ought-to-have-the
 which-was
 which-was-necessary
 which-was-necessary-for
 which-was-necessary-for-me
 which-was-necessary-for-the
 (him)
 which-was-necessary-for-them
 which-was-necessary-for-this
 which-was-necessary-for-us
 which-was-necessary-for-you
 which-will
 which-will-be
 which-will-become
 which-will-be-necessary
 which-will-be-necessary-for
 which-will-be-necessary-for-me
 which-will-be-necessary-for-
 the (him)
 which-will-be-necessary-for-
 them
 which-will-be-necessary-for-
 us
 which-will-be-necessary-for-
 you
 which-will-be-said
 which-will-be-seen
 which-will-be-some
 which-will-be-soon
 which-will-be-the
 which-will-employ
 which-will-make

which-will-not
 which-will-not-be-necessary
 which-will-not-be-necessary-for
 which-will-not-be-necessary-for-
 the
 which-will-not-be-necessary-for-
 them
 which-will-not-be-necessary-for-
 us
 which-will-not-be-necessary-for-
 you
 which-will-only
 which-will-only-be
 which-would-have
 which-would-have-been
 which-would-have-been-in
 which-would-have-been-
 necessary
 which-would-have-been-
 necessary-for
 which-would-have-been-
 necessary-for-me
 which-would-have-been-
 necessary-for-the (him)
 which-would-have-been-
 necessary-for-them
 which-would-have-been-
 necessary-for-those
 which-would-have-been-
 necessary-for-us
 which-would-have-been-
 necessary-for-you
 which-would-have-been-
 necessary-in-the
 which-would-have-been-
 necessary-in-this
 which-would-have-been-there
 which-would-have-given
 which-would-have-no
 which-would-have-none
 which-would-have-nothing
 which-would-have-the
 while-thr
 while-there-is

HOW TO CONSTRUCT SHORTHAND PHRASES

who-are
who-are-not
who-are-the
who-have-been
who-have-been-in-the
who-have-been-necessary
who-have-been-necessary-for
who-have-been-necessary-for-me
who-have-been-necessary-for-the
who-have-been-necessary-for-them
who-have-been-necessary-for-this
who-have-been-necessary-for-us
who-have-been-necessary-for-you
who-said-so
who-said-that
who-will
who-will-be
who-will-make
who-will-make-the
who-will-make-this
who-will-not
who-will-say
who-will-see
why-did
why-did-not
why-didn't
why-did-you
why-did-you-come
why-did-you-leave
why-did-you-say
why-do
why-do-not
why-don't
why-do-you
why-do-you-come
why-do-you-leave
why-do-you-say
why-had
why-is-the
why-would

why-would-you-come
why-would-you-leave
why-would-you-say
wilfully-and-knowingly
will-be
will-have
will-not
will-you-be
will-you-come
will-you-go
will-you-have
will-you-have-them
will-you-say
will-you-say-whether
will-you-say-whether-or-not
will-you-say-whether-or-not-there-was
will-you-say-whether-there
will-you-say-whether-there-was
will-you-see
will-you-see-whether
will-you-see-whether-or-not-thr
will-you-see-whether-or-not-there-was
will-you-swear
will-you-swear-whether-or-not
with-all-the-other-circumstances
with-their
with-all
with-all-the
with-all-them
with-all-this
with-all-those
with-all-you (your)
with-all-you-may
with-all-you-may-do
with-all-you-may-have
with-all-you-say
with-him (the)
with-his
with-me
with-my
with-our
with-reference

HOW TO CONSTRUCT SHORTHAND PHRASES

with-reference-to-that	you-didn't-know-anything-about
with-reference-to-them	you-do
with-reference-to-this	you-do-not-know-anything-
with-respect	about
with-respect-to-them	you-don't-know-anything-about
with-respect-to-this	you-have
with-respect-to-thr	you-have-been
with-respect-to-your	you-may
with-respect-to-your-favor	you-may-answer
with-respect-to-your-letter	you-may-be
with-them	you-may-have
with-this	you-may-never
with-us	you-may-never-be
with-what-is-the	you-may-recall
with-what-it-is	you-may-remember
with-what-you-know	you-may-recollect
with-which-the (he)	you-may-soon-be
with-you	you-mean-to-say
with-your-knowledge	you-mean-to-tell
(witness-refers-to-book)	you-mean-to-tell-us
(witness-refers-to-memo-	you-must
randum)	you-must-also
(witness-refers-to-paper)	you-must-also-be
witness-stand	you-must-always
witness'-testimony	you-must-always-be
work-there	you-must-be
would-we-be	you-must-have
would-we-have-the	you-must-never
would-you-be	you-must-never-be
would-you-be-willing	you-must-recall
would-you-be-willing-to-swear	you-must-recollect
would-you-have	you-must-remember
would-you-say	you-must-say
	you-must-take-the (him)
	you-ought-to-have
	you-ought-to-have-been
	you-ought-to-have-been-in
	you-ought-to-have-been-there
	you-ought-to-have-given
	you-ought-to-have-knowledge
	you-ought-to-have-never
	you-ought-to-have-me
	you-ought-to-have-none
	you-ought-to-have-nothing

Y

yes-or-no
you-are
you-are-further-instructed
you-are-instructed
you-are-pleased
you-are-very-pleased
you-did-not-know-anything-
about

HOW TO CONSTRUCT SHORTHAND PHRASES

you-recollect
your-information
your-honor
your-recollection
yours-respectfully
yours-sincerely
yours-truly
yours-very-truly
your-verdict
you-say-so
you-should-never
you-should-never-be
you-should-take-into-considera-
tion
you-were-from-the
you-will-be-pleased
you-will-be-very-pleased
you-will-have-to-be
you-will-know-them
you-will-never

you-will-never-be
you-will-probably
you-will-recall
you-will-recollect
you-will-remember
you-will-see
you-will-soon-be
you-will-soon-have-to-be
you-would-be-the
you-would-have
you-would-have-been-in-the
you-would-have-knowledge
you-would-have-known
you-would-have-no
you-would-have-nothing
you-would-have-been-there
you-would-make
you-would-say-the
your-best-recollection

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